## Bev Roberts Rentals

### **TENANT NOTICE TO VACATE**

Premises:	City:		State: NC	Zip:
Tenant:		Tenant:		

This constitutes my written Notice to Vacate ("Notice") the Premises on or before the date stated herein ("Move Out Date"),

Month

Day

Year

# THE FOLLOWING ARE A FEW SIGNIFICANT TERMS AND CONDITIONS AGREED UPON IN THE RESIDENTIAL RENTAL CONTRACT AND ITS ATTACHED ADDENDA ("LEASE"). FOR A COMPLETE EXPLANATION OF THE PROVISIONS, PLEASE REFER TO THE SIGNED LEASE.

**Early Termination:** I understand that I must provide a written Notice <u>60 days</u> prior to the end of the Initial Term or any renewal or extension thereof. Should I terminate prior to the conclusion of my Initial Term or any renewal or extension, I understand this constitutes a breach of my Lease. For the duration of the Lease, or until the Effective Date of Lease Termination, I agree to perform in accordance with the provisions set forth in my Lease. This includes, without limitation, paying rent and utilities, providing yard maintenance if applicable and paying any commissions to agencies used in the re-rental process. I understand unless the Landlord and I agree otherwise in writing, the following provisions shall apply as a means of mitigating damages resulting from my early termination of the Lease. Should the Landlord choose to sell the Premises upon receipt of this Notice, the Effective Date of Lease Termination shall commence upon the last day of the calendar month that follows 60 days after receipt of this Notice or upon the Move Out Date I specify above, whichever occurs later. Should the Landlord did choose to re-rent the Premises, Landlord agrees to use reasonable efforts to secure a replacement tenant. I accept responsibility for the performance of the Lease until the Landlord is able to re-rent the Premises. I understand my Lease shall terminate upon the beginning date of the replacement tenant's lease term or the expiration date of my Lease term, whichever occurs sooner ("Effective Date of Lease Termination"). There will be no further obligations between Landlord and me following the Effective Date of Lease Termination.

**Tenant Responsibilities:** In accordance with the "Tenant's Duties Upon Termination" paragraph of the Lease, I will perform all of the obligations, including but not limited to removing my personal property from the Premises and returning all keys and other means of access to the Premises and any amenities. Further, I agree to make the premises available for viewing by prospective tenants and/or buyers, as well as to have the carpets professionally cleaned on or before the Move Out Date. In the event that I vacate the Premises before the Move Out Date, I understand that my obligations under the Lease will still remain in effect until the Effective Date of Lease Termination.

**Prepaid Rent:** In the event a new tenant pays rent for a period of time for which I have pre-paid rent, I will be credited a portion of the rent pre-paid by me, prorated according to the period of time paid by the new tenant.

**Revision or Rescission:** I understand once I provide written Notice, this Notice is legally binding. The Landlord is not obligated to accommodate my request to revise or rescind my Notice. Thus, if I stay beyond the Move Out Date, I can be held liable for additional expenses and be subject to summary ejectment. Should Landlord permit me to rescind my Notice after the Premises has already been marketed by Agent, I will be responsible for a **<u>\$500.00</u>** marketing fee. I am aware that the marketing fee is implemented to offset Landlord's expense of compensating Agent for their marketing expenses. As soon as my request to rescind my Notice is granted, I will make payment to **Bev Roberts Rentals, Inc**. before any necessary contracts are drafted.

**Security Deposit:** I understand the security deposit will be disposed of in accordance with the Lease and the Tenant Security Deposit Act within <u>30 days</u> after the Effective Date of Lease Termination and delivery of possession of the Premises to Landlord or Agent, unless I receive an interim accounting within 30 days and a final accounting within <u>60 days</u> should claims against the Security Deposit be not resolved within 30 days. I understand that the security deposit cannot be used to pay my final rent payment.

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### For delivery of my security deposit and/or itemized statement, please use my forwarding address:

Forwarding Add	dress		City	State	Zip
Tenant Signatu	re	Date	Tenant Signature		Date
OFFICE USE ONLY:	Agent Signature:			Date Received:	



Thank you for giving us notice of your intention to vacate. As a friendly reminder, the Residential Rental Contract requires that the property be left in a clean and repaired condition at the time of your vacancy. We have every intention of returning all of the Security Deposit as long as you have fulfilled the agreement per the signed contractual terms.

Carefully review the below checklist of items we've compiled that tenants often overlook at the time of move-out.

- **Cooperate with showings of the property for sale or for rent and keep the home in a presentable condition.**
- Place all unwanted items out for trash pick-up. Make prior arrangements with the Department of Sanitation for the removal of large trash items. After trash pickup, store containers in their original location to avoid HOA fines. Clean the inside of the trash bin.
- □ Remove all food, debris, and personal belongings. Don't forget attic or storage room.
- □ Clean all appliances interior and exterior.
- **Empty** refrigerator ice trays before utility disconnect to avoid ice melting and damaging the kitchen floors.
- □ Clean the stove, oven, and replace stove drip pans. Remove soot after self-cleaning-oven turns off.
- □ Clean interior and exterior of all cabinets and drawers in kitchens and bathrooms.
- □ Clean all shower doors and bathtubs. Remove soap scum and mold.
- **□** Tighten all bathroom towel bars and toilet paper holders.
- □ Replace all burned out light bulbs.
- □ Replace all dirty air filters.
- □ Remove hand prints and pet marks from glass window and doors.
- □ Clean all ceiling fans.
- **Clean all blinds, detangle blind cords, and replace all damaged blinds .**
- □ Clean wood burning fireplace and remove any wood or soot.
- □ Professionally clean the carpets and leave a copy of the paid invoice on the kitchen countertop for the property manager and/or landlord.
- □ Clean all floors and baseboards.
- □ Sweep garage and remove oil stains. Sweep deck, patio, porch and walk ways.
- □ Trim lawn and shrubs. Be sure grounds are free of weeds, leaves, pet waste, etc.
- □ Upon vacating, please be sure to fully secure the rental by locking all windows and doors.
- □ Check with our agent for instruction on property, pool, mailbox keys, remotes, garage openers, etc.
- □ Touch up painting can be the complicated. If paint is touched-up with the wrong color, brand, or aged paint, the cost to repair splotchy walls can be costly. If you are not confident in your ability to provide proper touch-up painting, please hire the work done by a professional who will guarantee their work.
- Refer to the Property Inspection given to you at the time of occupancy. This document is used as a reference to compare the current condition of the property. Report any known damage in writing to the agent before vacating.
- **Leave a forwarding address on the kitchen counter top for the property manager and/or landlord.**

It is of utmost importance that we all provide a clean, habitable rental to the new tenants on their move-in day. After you have vacated the rental, one of our agents will complete a final inspection. Any remaining personal property, damage, or cleaning will be charged against the security deposit. You will be notified of any charges via a mailed itemized statement. Please be certain to provide us with a forwarding address, so we may mail the security deposit and/or an itemized statement of any deductions after the termination of the tenancy.

Please accept out best wishes during your upcoming move and thanks in advance for all your cooperation.



# SETTLEMENT CHARGES GUIDE

Below is a list of ESTIMATED CHARGES of assorted items or jobs that may sometimes be required after a residenent is vacated. All charges are including labor and any parts or materials required. Tenants are not responsible for normal wear and tear; although, excessive wear and tear and neglect may incur charges.

CLEANING		GENERAL REPAIRS		FLOORING		PLUMBING	
Clean Refrigerator	\$70.00	Replace Refrigerator Shelf	\$25.00	Remove Carpet Stains	\$80.00	Replace Kitchen/Bathroom Faucet	\$195.00
Clean Stovetop	\$30.00	Replace Stove/Oven Knob	\$16.00	Cigarette Burn In Carpet/Floor	\$80.00	Replace Shower Head	\$24.00
Replace Stove Drip-Bowls	\$28.00	Repair Ceramic Tile	\$150.00	Deodorize Carpet	\$80.00	Replace Toilet Tank Lid	\$45.00
Clean Oven	\$50.00	Replace Countertop	\$275.00	Repair Carpet	\$150.00	Replace Toilet Seat	\$35.00
Clean Stove Hood	\$30.00	Replace Cutting Board	\$40.00	Repair Hardwood Floor	\$95.00	Replace Toilet	\$265.00
Clean Kitchen Cabinets	\$45.00	Replace Kitchen/Bath Cabinet Knobs	\$10.00	Refinish Hardwood Floor	\$380.00	Replace Garbage Disposer	\$125.00
Clean Kitchen Floor	\$50.00	Replace Mirror	\$45.00	Repair Linoleum	\$85.00	Snake Toilet	\$45.00
Clean Tub/Shower & Surround (ea.)	\$30.00	Replace Medicine Cabinet	\$85.00	Replace Kitchen/Bathroom Linoleum	\$385.00		
Clean Toilet & Sink (per bath)	\$20.00	Replace Towel Bar	\$22.00	Replace Floor Tile	\$75.00		
Clean Bathroom, Cabinets, & Floor	\$25.00	Replace Tub/Shower Enclosure	\$195.00	Replace Ceramic Tile	\$150.00		
Clean Carpets (per room)	\$75.00	Replace Thermostat	\$75.00				
Vacuum Throughout Dwelling	\$40.00	Replace Fire Extinguisher	\$35.00				
Window Cleaning (per unit)	\$11.00	Remove Junk & Debris	\$250.00				
Clean Greasy Parking Spaces (ea.)	\$25.00	Replace Doorbell Button	\$5.00				
Clean Fireplace	\$35.00	Replace Doorbell Unit	\$50.00				
Clean Ceiling Fan (ea.)	\$10.00	Replace Garage Door (ea.)	\$525.00				
Clean Furnace Filter Grate (ea.)	\$5.00	Replace Furnance Filters	\$5.00				
Clean Blinds (ea.)	\$2.00						
Clean Base Boards	\$35.00						
MALLS		ELECTRICAL		DOORS		WINDOWS & TREATMENTS	
Remove Mildew & Treat Surface	\$35.00	Replace Light Bulb	\$2.50	Repair Hole In Hollow Core Door	\$55.00	Replace Window Pane	\$75.00
Cover Crayon/Marker/Pen Marks	\$50.00	Replace Light Fixture Globe	\$12.00	Repair Forced Door Damage	\$75.00	Replace Venetian Blind (ea.)	\$75.00
Repair Hole In Wall	\$55.00	Replace Light Fixture	\$55.00	Replace Door (inside)	\$155.00	Replace Window Shade	\$15.00
Remove Wallpaper	\$145.00	Replace Electrical Outlet/Switch	\$12.00	Replace Door (outside)	\$285.00	Replace Window Screen	\$25.00
Repaint (per wall/ceiling)	\$100.00	Replace Electrical Cover Plate	\$5.50	Replace Sliding Glass Door	######	###### Replace Vertical Blinds (ea.)	\$175.00
Remove Wall/Ceiling Stickers	\$30.00			Replace Sliding Door Screen	\$100.00	Replace Mini Blind (ea.)	\$20.00
GROUNDS / EXTERIOR		LOCKS					
Major Yard Cleanup	\$425.00	Replace Key	\$5.00				
Minor Yard Cleanup	\$225.00	_	\$100.00				
Mow Lawn Front & Back	\$100.00	Replace Garage Door Opener	\$75.00				
Trim Bushes	\$50.00	Replace Pool Key	\$100.00				
Replace Mailbox	\$125.00	Replace Door Lock	\$75.00				
		Replace Deadbolt Lock	\$75.00				
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