

Sec. Process Date: _____

30-DAY MOVE-OUT LETTER FROM ALL TENANTS.

DATE: _____ EXPECTED MOVE OUT DATE: _____

ADDRESS: _____ PHONE: _____

TENANTS: _____

Before vacating, we would like to inform you that you have a right to request a "Pre-Move-Out Inspection". This is for initial review of your unit, allowing you the opportunity to do corrective work towards the return of your security deposit. (This must be completed no later than 2 weeks prior to move-out.) You are under no obligation to have this inspection, therefore, you may decline.

REQUEST PRE-MOVE-OUT INSPECTION: YES NO

If YES, you will receive notification as to day, date, and time of the inspection.

Be sure to thoroughly vacuum the floors, clean the walls, kitchen cabinets, stove, oven, refrigerator (if it belongs to the unit – it should be emptied, turned off & doors open), clean all sinks, tubs, showers, toilets and fixtures. Once you have cleaned the unit and removed all belongings return the keys because **RENTS WILL BE CHARGED UNTIL KEYS ARE RETURNED TO OUR OFFICE.**

Please provide a forwarding address where we may mail your security deposit; less any lawful deductions for the cost of necessary cleaning, repairs, of damage in excess of ordinary wear and tear, and any past due-rents. Allow 21 days for processing the security deposit.

SECURITY DEPOSIT WILL BE REFUNDED TO ALL PARTIES ON THE CONTRACT UNLESS WRITTEN, NOTARIZED INSTRUCTIONS ARE GIVEN BY ALL PARTIES. (Please see item 4C of your rental agreement)

Forwarding Address: _____

Tenant Signature: _____

Tenant Signature: _____

KEY RECEIPT

DATE KEYS RETURNED: _____ / **Number of:** Door: _____ Mailbox: _____
Garage Remotes: _____ **Other Keys:** _____ **Received by:** _____

FOR OFFICE USE ONLY: Length of Tenancy: _____ Sec. Deposit Held: _____
OWNER NOTIFIED: Date: _____ By: _____

Comments: _____

30-DAY MOVE-OUT LETTER TO WITH CO-TENANTS REMAINING.

DATE: _____ EXPECTED MOVE OUT DATE: _____

ADDRESS: _____ PHONE: _____

TENANTS: _____

IF ONE OR MORE TENANTS ON CONTRACT ARE TO REMAIN IN THE UNIT, THE SECURITY DEPOSIT WILL DEFAULT TO THE UNIT. (RE: Item 4C of the rental agreement)

IT IS THE VACATING TENANT'S RESPONSIBILITY TO GET ANY MONEY CONTRIBUTED TO THE SECURITY DEPOSIT FROM THE REMAINING TENANTS. COGBURN-SMART PROPERTY MGMT. or HPK PROPERTY MGMT. WILL NOT BE INVOLVED IN THIS TRANSACTION.

I understand that I will continue to be held responsible if there is any past due rent. Past due rent must be paid in full before I will be released from responsibility for this unit. This may exceed this 30 day notice.

Forwarding Address: _____

Tenant Signature: _____

Tenant Signature: _____

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**REMAINING TENANTS WILL BE NOTIFIED THAT THEY WILL BE REQUIRED TO:
(As per item 21 "Assignment" of the rental agreement)**

- 1. Complete new/updated applications (including employment and income verification) within 15 days of above tenant(s) vacating.**
- 2. Remaining Tenants must be able to qualify at current rental conditions.**
- 3. Sign a modification to the rental agreement once all requirements are fulfilled and approved.**

FAILURE TO PERFORM OR QUALIFY WILL RESULT IN A NOTICE FOR ALL TENANTS TO VACATE