



NOTICE TO VACATE

ADDRESS:

YOUR LAST DAY IN THE UNIT IS:

MINIMUM 30 DAY NOTICE REQUIRED FROM DATE OFFICE RECEIVES

Provide our offices with a forwarding address as soon as possible:

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1. Transfer your utilities back to Midland Rental Properties – EFFECTIVE DATE IS THE SAME AS YOUR LAST DAY IN THE UNIT
 2. Return all unit keys TO THE OFFICE DROP BOX
 3. Garage door remotes & mailbox keys – LEAVE ON THE KITCHEN COUNTER
 4. Complete the inventory checklist – RETURN TO OFFICE WITH KEYS TO DROP BOX
 5. Fill out a Post Office change of address.
 6. Have address changed on your identification.
- a. Unit must be mopped and vacuumed
 - b. All kitchen(s) and bathroom(s) must be completely clean
 - c. All walls must be clean
 - d. Clean all windows
 - e. Remove all of your personal possessions and belongings
 - f. No trash shall be left behind – CONTACT CITY OF MIDLAND FOR PICK UP
 - g. All exterior areas shall be cleaned of debris and left clean
 - h. Leave all appliances, window treatments, phone jacks, etc (if applicable)
 - i. All light fixtures are to work properly with working light bulbs
 - j. All plumbing is to be free of any blockages
 - k. All smoke alarm(s) shall be working properly with working batteries.

All of the aforementioned items need to be done PRIOR to your move-out inspection so that you can RECEIVE YOUR FULL SECURITY DEPOSIT BACK (less any withholding detailed out in Lease Agreement Packet). Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy will be deducted from your Security Deposit.

If additional money is needed to restore said home, Landlord will send Tenant a bill and/or file legal suit for said money in court. Your Security Deposit will be mailed within 30 days of your move-out inspection to the address you provide Landlord (if no new address is given, any remaining Security Deposit money will be mailed to current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address). Please also note the replace/repair cost(s) for items you leave in disarray.

Please remember to deliver your home in the same condition it was in prior to your tenancy. This will ensure YOU RECEIVE THE MOST MONEY POSSIBLE!

Sign: _____ Date: _____

Sign: _____ Date: _____

Sign: _____ Date: _____

THIS AGREEMENT IS NON-BINDING UNTIL EXECUTED BY ALL ROOMMATES AND ACCEPTED BY MANAGEMENT.