



TENANT NOTICE TO VACATE (MUST BE SUBMITTED 30 DAYS or MORE PRIOR TO DEPARTURE)

ATTN: This Form should be read in its entirety and filled out completely. Thank you in advance for your cooperation.

All Tenants are required to issue AT LEAST 30-Day Written Notice of Departure when planning to move. Select Homes requires THIS FORM be submitted as instrument of written notice. This form MUST be completely filled out, signed, dated and SUBMITTED TO SELECT HOMES 30 DAYS OR MORE PRIOR TO DEPARTURE. If this form is received by Select Homes LESS than 30 days prior to departure, you will be responsible for all the terms of your lease for 30 days after receipt and acceptance of your notice. This form may be submitted to Select Homes via e-mail, postal mail or by bringing to our office. This notice will be date-stamped upon receipt. Your final rent payment will be prorated if your departure date is not the last day of the month. FINAL RENT PAYMENT MUST BE MADE IN FULL. THE TENANT SECURITY DEPOSIT IS NOT COLLECTED AS LAST MONTH'S RENT AND SHOULD NOT BE DEPENDED ON FOR FINAL RENT PAYMENT. PLEASE NOTE: THIS NOTICE TO VACATE SERVES AS YOUR WRITTEN PERMISSION FOR SH TO PROVIDE A RENTAL REFERENCE/RENTAL HISTORY TO ANYONE – INDIVIDUAL OR COMPANY WHO CONTACTS OUR OFFICE.

TENANT NAME(S): _____

RENTAL ADDRESS: _____

LEASE END DATE: _____ DATE OF DEPARTURE: _____

1. If you are submitting notice prior to lease expiration, please explain the circumstances and be advised you are still bound to your lease terms until the residence is re-rented or your lease expires (PLEASE SEE TENANT MANUAL FOR MORE INFORMATION ABOUT THIS INCLUDING THE RENT FEE): _____

2. Please complete the following applicable items to assist us in placing future tenants at this residence. Average cost of utilities per month or fill –

OIL: _____ PROPANE: _____ KEROSENE: _____ WATER: _____ ELECTRIC: _____
TRASH: _____ OTHER (please specify): _____

It is important that all tenant-responsibility utilities remain active until the final date of your tenancy (date of departure indicated above). If any utility is terminated prior to this date, you will be charged the re-connect fee as well as the utility cost for the remaining days of tenancy. If the rental has fuel (oil, propane, etc.) the proration and reimbursement of the remaining fuel will be issued based on the fuel company policy and/or the terms of your lease – depending on the rental. The amount of remaining fuel will be measured by an employee of Select Homes or the fuel company within 2 days of departure.

3. Select Homes will inspect your rental as soon as possible after departure. Tenant Security Deposit refunds and/or accounting of deductions (if applicable) will be issued within 30 days of departure. PLEASE DO NOT CALL THE OFFICE IF IT HAS BEEN LESS THAN 30 DAYS SINCE YOUR MOVE OUT OR EXPIRATION OF LEASE WHICHEVER OCCURS LATER. To assist in the prompt distribution of your Security Deposit and Accounting, please provide your forwarding address (please print clearly and include City, State, Zip in address):

Name(s): _____

Complete Address: _____

Departure Tips – pay special attention to items listed below as they may cause charges and/or deductions in your Security Deposit if not in compliance. Please note that this is only a list of 'tips' – any damage outside normal wear and tear will need to be remedied at your expense prior to departure to avoid charges and/or deductions.

- ☼ Clean Rental Unit thoroughly inside & out
- ☼ If you have had any pet(s) – ensure any damage caused by the pet is repaired and all pet feces in the yard has been completely cleaned
- ☼ Make sure ALL Appliances are cleaned inside & out – this includes replacing drip pans on stove-top (if applicable)
- ☼ Be sure all cabinets and closets are emptied (including hangers)
- ☼ Professionally Steam Clean any Carpets
- ☼ Make sure Furnace and/or Water Filters are Fresh/Clean
- ☼ Be sure to remove ALL personal items including clothes, furniture & garbage
- ☼ Repair any damage outside or normal wear and tear caused during tenancy. Remove all nails from walls. Other than regular wall pictures, if you have mounted anything to the walls or if holes are present, these must be filled: patched & touched up
- ☼ Make sure ALL keys and/or garage door openers are returned by your departure date. (You are NOT considered to have vacated the premises until keys are turned in & you will be charged rent for extra days accordingly). By signing this form, you are giving Select Homes permission to enter the property the day after departure date for necessary inspections. If your keys are not returned to our office by the end of the day on your departure date, Select Homes will have the locks changed and you will be charged the cost of changing the locks plus a \$50.00 service charge.
- ☼ Ensure the yard is mowed, tidy, any debris removed and gutters cleaned out
- ☼ Empty and clean out storage bins, basement or garage (including trash)
- ☼ Ensure light fixtures have operating light bulbs
- ☼ Ensure utilities stay in your name until final day of lease
- ☼ Remove & Properly dispose of Satellite Dish. Repair Damage, if any.

TENANT SIGNATURE: _____ DATE: _____

TENANT SIGNATURE: _____ DATE: _____