



### 30-Day Notice of Intent to Vacate

Tenant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
(require to ensure proper delivery of any notices)

Lease Expiration Date: \_\_\_\_\_

Date to Vacate: \_\_\_\_\_ (30-day notice required)

Reason for leaving: \_\_\_\_\_

Lease Completed: Yes/No If no, reason to break lease: \_\_\_\_\_

Security deposit refund payable to \_\_\_\_\_ (Tenant's name),  
\_\_\_\_\_ (mobile number), \_\_\_\_\_ (email)

**You are required to complete direct deposit refund information for security deposit refund within 15 days of move out date. If you do not complete direct deposit refund information, we will mail refund to the forwarding address above.**

**Direct Deposit Refund Instructions:** Log in to Resident Center > My Account Settings > Refund Settings & Move Out and check "Direct Deposit Refunds" to enter your bank account information.

Please review the following cleaning requirements and other pertinent information for the return of your security deposit:

Tenant must complete their lease and submit a 30-day written notice of intent to vacate or renewal to eProNet Management; otherwise, if Tenant fails to provide such notice, Tenant shall be deemed to be holding-over on a month-to-month basis until 30 days after such notice. This notice is legally binding and the management may pre-lease the property at any time after this notice is given.

Tenant must follow the enclosed move out cleaning requirements. The management shall be the sole determiner of the cleanliness and will charge for each item which does not meet our cleaning standards and be left ready for a new Tenant. Tenant will be charged, or a deduction will be made from the security deposit if applicable, for repairing, cleaning, or painting of the premises beyond what is considered normal

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wear and tear under normal circumstances. Tenant will be charged a 10 % service charge to the total cost of repairs.

Any damages done to the premises or its furnishings will also be charged against the Tenant's security deposit and bill tenant if the damage is more than the security deposit. Cigarette burns, broken windows/glass or screens, carpet stains, chips on appliances, or damage to window coverings will be assessed on the individual basis. The premises will not be inspected until the resident has vacated from the premises and completed all of the above requirements. At that time, one of the office personnel shall inspect the unit for move out inspection. After all the keys have been returned, the account will be closed out and the return of any deposit will be made by Landlord within thirty (30) days of termination.

I/We, \_\_\_\_\_, moving out at the address of \_\_\_\_\_,  
do give eProNet Management permission to dispose of all furniture, personal items and any other possessions left at the address as of the date to vacate above.

I/We take full responsibility for the possessions that were left on the premises and I/We give permission for the staff at eProNet Management upon returning of my keys to eProNet Management, to dispose of everything without any further responsibility to eProNet Management staff for doing so, since I/We am/are giving them the right to do so by signing this agreement. I/We do not want anything left in the premises upon returning all keys to eProNet Management staff member.

I/We do realize that I/We am/are responsible for paying for a 30-day written notice even though I/We may turn all keys in before the 30-day notice expires.

I/We have received the move-out cleaning requirements. Any questions regarding lease breaks, insufficient notice, deposit refunds, etc. have been explained to me/us.

The undersigned Tenant understands if he/she fails to fulfill the terms of their obligations, the Landlord and/or Landlord's Agent can submit a negative credit report to credit-reporting and collection agencies.

All information contained within has been read and understood by the below signees:

_____ Tenant's Name:	_____ Tenant's Signature:	_____ Date:
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_____ Tenant's Name:	_____ Tenant's Signature:	_____ Date:

## **Move Out Cleaning Requirements**

The cleaning requirements in your unit affect the disposition of your security deposit when you vacate. Your unit must meet our cleaning standards and be left ready for a new tenant. The following checklist is provided to aid you in cleaning your unit.

### **KITCHEN**

1. Hood, exhaust fan and filter clean and grease free
2. Oven door and oven interior cleaned
3. Clean drip pans, chrome rings, broiler pan and under the burners
4. Defrost refrigerator, empty ice cube trays, vegetable drawer, clean exterior and interior, dry inside and out leave door open
5. Clean behind and under refrigerator
6. Clean all cabinets, shelves, drawers, cutting boards and counter tops, remove all shelf paper, towel holders and cup dispenser
7. Clean and polish all chrome, faucets and light fixtures
8. Floors clean and dry

### **BATHROOMS**

1. Tile, tub and shower enclosures/door thoroughly cleaned and free of mildew or mold
2. Toilets and sinks thoroughly cleaned and free of mildew or mold
3. Medicine cabinet cleaned and mirrors polished
4. Baseboard molding and floors clean and dry
5. All fans, fixtures and light shades cleaned and polished
6. Clean all cabinets, shelves, drawers

### **GENERAL**

1. Remove all smudges and fingerprints from doors and woodwork
2. Clean all electric outlets, light switches, light globes, etc.
3. Clean all closets and clean shelves
4. Clean all screens with vacuum, also windows tracks and sills
5. Clean windows inside and out
6. Sweep patio and balcony and remove all debris
7. Carpet must be thoroughly vacuumed and professionally shampooed. Carpets and drapes must be professionally cleaned.
8. Clean drapery rods
9. Clean/replace furnace and/or air conditioning vents and filters
10. Replace missing or broken light bulbs, filters, smoke detector batteries, doorstops
11. Properly dispose of all trash and cleaning materials
12. Landscape areas are to be neatly mowed, trimmed, pruned, fertilized, & watered. Remove all trash, debris, & grease. Pick up and remove any animal droppings whether you have an animal or not.
13. Return all key(s) including door, mailbox, community, storage, gate card and garage remote.