

Muldoon Associates, Inc.

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Notice To Vacate

I/we hereby are giving the required _____ days notice to Vacate my rental residence;

Property Address: _____

Names of occupants vacating: _____

- *If any tenant will be staying please refer to the roommates section of the Move Out Packet.*

End of Lease Date: _____ Move Out Date: _____

Are you breaking your lease? ___ No ___ Yes (Select a fee option below)

___ Option #1 – I/We will do Showings (one month's rent will be assessed as a lease break fee)

___ Option #2 – I do not want to do showings (one month's rent + \$200 = lease break fee)

___ Option #3 – I will just continue to pay rent until the end of my lease or a new tenant moves in.

___ Option #4 – I am military and have received PCS/Deployment orders.
___ Military Orders attached

Forwarding Address: _____

I/we submit this notice to management this _____ day of _____, _____ and also acknowledge receipt of and will abide by the conditions set forth in management company's "Move Out Packet". The move out packet outlines all my responsibilities and expectations of my moving out.

Signed, **All leaseholders MUST sign*

Received by Mgmt: _____

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Move Out Packet

Hello, we're sorry to see you go!

- We understand this is a lot of information, but we do our best to provide you with all the information you'll need in order to have a successful move out! If you have any questions, please do not hesitate to reach out to your property manager.

Section 1 - Roommates (if more than one person on lease)

- **NOTE** – All tenants must vacate the property. If any persons plan on taking over a lease or staying in the property they must reapply for the property and get approved. If this is your situation please be sure to notify our office via email so we can get you instructions on how to move forward. Otherwise it's required that ALL occupants vacate the premises on the move out date!

Section 2 - Move Out Process – Inspection, Condition Report

Once your keys have been turned in (no later than Noon on your specified move out date or the last business day before your specified move out date if your move out date is a weekend or holiday) we will notify the inspector to schedule the move out property visit and condition report. This IS NOT scheduled with the tenant. The inspector will put the property in queue once the keys are received and will get to the inspection as able. In many situations we outsource the condition reports to an independent 3rd party who completes the inspections as they are able and not on a particular schedule.

Section 3 – Keys, Garage Remotes, Access Cards, Parking Passes

- Keys must be turned in no later than 12:00 Noon on the date of your move out into the office. Please take into consideration your move out date may be a weekend or holiday in which case keys need to be turned in BEFORE your move out date. If keys are not turned in BEFORE your move out date you could be responsible for additional rents or fees. DO NOT LEAVE ANY OF THESE ITEMS IN THE HOME!

Section 4 – Cleanliness and Charges Overview

Residence – It is expected the following items/areas will be addressed prior to move out date.

- Interior is completely and thoroughly cleaned including but not limited to
 - Bathrooms
 - Windows and window tracks
 - Appliances (on top, inside, behind, outside, and under)
 - Carpets are professionally cleaned (receipt must be provided)
 - Walls, trim and doors wiped down touched up as needed
 - Garage is cleaned of all personal property and swept
- All wall hangings removed

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- Nail holes covered and patched
- Light bulbs replaced in ALL fixtures
- Batteries replaced in smoke and CO alarms
- Smoke and CO alarms attached to proper locations
- All hard service floors are clean, swept, mopped or polished as needed
- Kitchen is thoroughly cleaned
 - Filter in hood vent is replaced (if applicable)
 - Countertops all wiped down and free of stains debris and dirt
 - Drawers all cleaned out
- Everything removed from Fridge, all shelves wiped down, drawers cleaned and wiped, bulbs replaced
- All flat surfaces are dusted, wiped down, and free from debris, dirt and dust.
- Any broken or missing outlet covers are replaced with like colored items as needed
- All door stops are replaced if damaged or missing
- All knobs are replaced if broken or not functioning properly
- Garbage disposal is functioning and free of items
- Turn off the water at the main shut off
- Set thermostat to 65 degrees
- Replace furnace filter

Yard and Exterior

- Yard is mowed, trimmed, free from leaves, branches, twigs, dog poop, personal property, furniture, grill(s), equipment and weeds, potted plants are removed, garden beds are weeded.
- Any damaged gate latches, posts, pickets, are fixed or replaced
- All downspouts extensions are in place and clear of debris

Charges Overview-Failure to remedy items will have the following charges

Clean oven & stove	\$75
Clean dishwasher	\$30
Clean refrigerator	\$75
Repair laminate countertop burns	\$125+
Clean cabinets inside & out	\$50
Sweep & mop floor (per room)	\$30
Replace drip pans	\$25
Clean full bathrooms	\$75 & up
Remove stickers from tub surface	\$30
Replace stained or broken toilet seat	\$20
Vacuum carpets	\$50 & up
Remove or patch carpet stain	\$50 & up
Clean or replace mini-blinds (each)	\$25
Vertical blinds beyond repair	\$150
Wallpaper damage	\$200 & up
Wall repair	\$45 & up
Repaint entire room	\$275/room

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Trash removal	\$200 per 4x8 truckload
Garage floor pressure wash	\$250
Mow lawn	\$40
Replace doors due to damage	\$200 & up
Replace door stops, bulbs, outlet covers	\$4
Clean windows & screens	\$10 each
Clean out fireplace	\$50
Clean vents/ceiling fans	\$25
Rekey locks	\$50/per cylinder
Replace mailbox keys	\$75
Landscape major clean up	\$300
Replace carpet+pad due to pet odor/stains (average 1600 SF, 3 BR home)	\$2500+
Estimate fees for damages over \$1000	5%

These are not quotes but rather minimum estimates of what you may be charged for the above items.

Message: Doing it yourself is cheaper.

Section 5 - Security Deposit

- Once the condition report is complete we will work through the deposit disposition process. Per your lease we have up to 60 days to provide you with a written disposition. This will be mailed to the last known address. PLEASE BE SURE WE HAVE A FORWARDING ADDRESS FOR YOU!
- You may or may not receive a refund of your deposit. This refund will depend on how much you owe at the end of your lease and any damages located and charged for during the move out inspection process. A deposit disposition DOES NOT MEAN A DEPOSIT REFUND. The disposition is simply the written statement accounting for any charges. If you are getting a refund a check will be attached to your deposit disposition.
- You must pay your last month's rent. The deposit IS NOT FOR YOUR LAST MONTH OF RENT
- If a refund is paid it will be issued to ALL TENANTS. We do not issue to an individual. It's up to tenants to be in the same location or the same bank on order to cash or deposit the refund or to establish a different process.

Section 6 - Showings –

- Your lease allows for showings during the last 30-60 days of your lease. In some situations your home may be getting sold and the owner(seller) may decide to show during the last 30-60 days.
- In most situations your home will not be listed for rent or sale until after you vacate but per the lease we have the ability to do so. We will notify you if we plan on showing for rent or for sale before you've vacated.
- In situations where your home will be shown for rent or for sale prior to you vacating we will provide 2 hours notice before showings. Be sure you lock up all valuables. Pets will need to be kenneled or removed during showings. You do not need to be home for showings but if you do decide to be home please allow the prospective tenants or buyers to freely view the property. They will likely want to look in all closets, bathrooms, garage and other livings spaces to get a good feel for the home.
- Be sure the house is in presentable condition. While we understand you're likely in the middle of the move you'll need to keep clutter and boxes to a minimum or store them out of site for showings.