



Notice of Intention to Vacate

Name(s): _____

Address: _____

This form must be signed by everyone on the lease

At least a 60 day written notice is required for all move outs. The day count starts once notice is **received** by Pace Realty Group PM Inc.

In accordance with my rental Lease this is an official written notice of my/our intent to vacate the above address on or before: (vacate date) _____

I/we understand management will be marketing our home for re-rental and agree to keep the home in good showing condition. We understand we will be given 24 hours' notice by telephone prior to showings. The phone number that should be used for notice of showings is: _____

Forwarding address (if you don't know yet please make sure to let us know upon move out)

Address _____

City _____ State _____ Zip _____

**If a forwarding address is not provided, we will mail your deposit to your previous address marked "please forward". If it does not make it to you, and you require another check, you will be responsible for the stop payment fee and will need to pick up the reissued check from our office, or provide us with a self addressed stamped envelope.*

Provisions – For further details refer to rental Lease:

Security Deposit Refund/Statements will be issued within 60 days after move out or lease end.

**** ALL ICE MUST BE REMOVED FROM FREEZER & ICE MAKER MUST BE TURNED OFF (if applicable) PRIOR TO TURNING IN KEYS !**

- Keys must be turned in by midnight on or before your vacate date to avoid penalties as stated in your Lease agreement.
- Keys (mail keys, pool keys, and garage door openers) should be put in an envelope with property address written on the front and *delivered* to our office or left in our office drop box. **8330 Bandford Way Suite 007, Raleigh, NC, 27615**
- Utilities and renters insurance must be kept in effect in residents name until the vacate date or expiration of the lease or notice, **WHICHEVER COMES LAST.**
- **Cleaning List, see next page, will need to be complete prior to return of the keys in order to avoid security deposit deductions.**



Cleaning List for Move Outs

- **Remove all personal property**
- **Dust/Wipe baseboards, trim work, window sills and blinds**
- **Wipe out refrigerator and freezer**
- **Clean oven and cook top**
- **Wipe fronts of all appliances and cabinets throughout the home**
- **Wipe out inside of kitchen and bathroom cabinets, drawers and countertops**
- **Move out and clean behind and underneath the refrigerator. Clean inside of washer/dryer. Be sure to sweep or vacuum floor around washer/dryer**
- **Mop all hardwoods and bathroom floors/ vacuum carpets**
- **Shampoo carpets if there are stains or spills**
- **Clean bathrooms and mirrors**
- **Dust ceiling fans, light fixtures and all built in shelves including closets.**
- **Use a Mr. Clean magic eraser to wipe any scuff marks off walls, moldings, doors or light switches**
- **Replace all burnt out light bulbs with the proper size bulbs**
- **Wipe or vacuum all air filter grills and install fresh air filters**
- **Sweep decks/porches and garage – removing all personal property**
- **Clean fireplace, if applicable**
- **Make sure grass is cut and outside debris is removed, if applicable**

Dispose of all items, trash and debris:

-No items are to be left in the unit or at the curbside/dumpster. Make arrangements to pull the trash to the curb on trash day and return it to the proper storage place after pickup. Do not leave large items in the yard, driveway or at the street. Make arrangements in advance for City of Raleigh Solid Waste Services to remove any bulky items by calling 919-890-3798