

30 Day Move-Out Notice

No notice to vacate will be accepted for any shorter period of time than the above mentioned

Date: _____

Dear Silverheels Property Management, LLC:

I hereby give my written notice that I will be vacating my apartment located at _____
_____ on _____.

The reason for my move is _____
_____.

I request that my move-out inspection be held on _____ at _____
DATE TIME

I will turn in my keys to your personnel at that time along with verification from the utility companies that service has been reverted to Silverheels as of the move-out inspection date.

My forwarding Address will Be: _____

Sincerely,

As a convenience to the next tenant

Average Electric Bill: _____

Average Gas Bill: _____

Average Water Bill: _____

Trash Bill: _____

MOVE-OUT PROCEDURES

Tenants are required to give a 30 day written in advance notice to vacate. You are obligated to pay rent up until the move out or 30 days past your written notice to vacate is received, whichever is later.

Below is a list of items to be completed before vacating your apartment.

1. Set up an appointment with Silverheels Property Management, LLC to do your move-out inspection at least 30 days in advance. Inspections are held Monday-Friday 8:00 to 3:30, excluding holidays.
2. Call utility companies and have service reverted to Silverheels Property Management, LLC as of the **move-out inspection date**. Documentation must be provided to Silverheels Property Management, LLC, prior to the move out inspection, those utilities have been reverted to the company name. If you change the date of the inspection after having utilities reverted, you will be charged for all utility usage that occurs prior to your move-out inspection.
3. The apartment must be empty of furnishings and cleaned before doing a move-out inspection. Examples of items to be cleaned follows:
 - a. Carpet – vacuumed
 - b. Window sills, register gratings, light fixtures, mini-blinds –dusted
 - c. All appliances – cleaned on the inside and outside surfaces
 - d. Counters, cabinets, sink and vinyl floor must be cleaned
 - e. Tub, shower, sink, toilet and vinyl floor in the bathroom must be cleaned
 - f. Any burnt out light bulbs must be replaced
 - g. All outside areas must be clean and free of rubbish with walks, and porch/patio area swept
 - h. If tenant is responsible for yard maintenance the yard will be mowed and trimmed at move out.
 - i. Satellite or antennas must be removed without damage to the property.
 - j. Fleas, roaches and other pests must be treated for and are not always detectable during move out inspection. If infestation is found after move out tenant is responsible for treatment.
4. Be sure to turn in all apartment and mailbox keys at the time of the move-out inspection. If all keys are not turned in, the locks on the apartment will be changed and you will be charged for the expense.
5. The security deposit refund will be mailed within 30 days of move-out to the forwarding address given at the time of the move-out inspection. You must notify Silverheels in writing within four (4) days after you move of a forwarding address where you can be reached and where you can receive mail. Otherwise Silverheels shall be relieved of sending you an itemized list of damages and the penalties adherent to that failure.

You will be charged for any unpaid rent, late fees, outstanding bills, any items not cleaned and any damages to the property. If a balance remains we reserve the right to provide to a collection agency any necessary documentation to assist them in collecting the debt.