

HATTAWAY PROPERTIES NOTICE OF INTENT TO VACATE

Date _____

This is notification of intent to terminate occupancy of the premises listed below:

Address _____

Date expected to surrender keys _____

Does this date comply with release date? _____

Release date is 30 days after the date on which your next rental payment is due. If you have questions regarding when your last rental payment will be due please ask our office now.

Reason for Moving: _____

Forwarding Address: _____

Forwarding address must be given for any security deposit refund to be made.

Showing Procedures: Our office attempts to reach you first with an appointment at your convenience to show; if you are unable to make an appointment to be home or we are unable to reach you, someone from our office will use a pass key to allow a prospective resident at our convenience to view the home. If an appointment is made for someone to view the home with you, it is important you keep your safety in mind. If you have questions or concerns about your safety and well being while showing the property please discuss safety measures with our office today before you leave.

_____ initial

I understand that I am responsible to turn in keys and/or garage door openers no later than the last day of the month or I will be billed for the next month's rent. I also understand that any security deposit or an explanation of its itemization will be mailed to the forwarding address provided within 30 days from the receipt date of keys. If you are on auto debit/ach payment be sure to cancel accordingly.

Current Home Number _____

Cell Phone Number _____

Print Name _____

Signature _____

FOR OFFICE USE ONLY:

Received by _____ Date _____

Attached move out reminders and cleaner numbers _____

Received forwarding address _____

Received copy of orders if apply _____

Notified owner email or phone _____

Put on rental list _____ up front list _____ Scheduled sign to be put out _____

Notes: _____

Hattaway Properties, Inc.
Cleaning Instructions (Addendum to Lease)

Your vacate date is the date all keys and any remotes are surrendered to the property manager.

Electricity, water and gas must be left on for **seven (7) BUSINESS DAYS** from tenant inspection date. Utilities will be turned on and charged to you if not on as required and/or if property does not meet move out and cleaning guidelines. There will then be a **minimum** charge for the utilities if applicable: **\$75** for water, **\$150** for electric, and **\$75** for gas.

The following must be completed prior to move-out inspection:

Defrost and thoroughly wash the refrigerator with a mild detergent and wipe dry. Exterior surfaces should also be cleaned, including the rubber seal. Remove all dust, lint and debris, including underneath and behind the refrigerator. The refrigerator is to be pulled away from the wall so it can be cleaned underneath, behind and on top.

Clean all grease from inside and outside the stove to include underneath drip pans, burners and the bottom drawer. Hood vent and filter must also be cleaned. Drip pans are to be replaced, do not clean. Rings are to be replaced as needed. Charcoal filters are also to be replaced as needed. Stove must be pulled away from the wall and clean underneath.

Thoroughly clean windows, both inside and out (may have to remove screens), blinds, window sills (includes touch – up paint), and air conditioner vent covers.

Clean all soiled woodwork inside and out with a mild soap and water or wood cleaner.

Clean bathrooms thoroughly to include fresh caulk around tubs and toilets as needed.

Clean all drawers, closets, water heater and cabinets. Empty and wipe out all drawers, closets, cabinets, leave open.

Remove spots, dirt, grease, fingerprints and other marks from walls, ceilings, baseboards, light switch plates, window sills, doors and other woodwork.

Clean floors and remove all marks and scuffs. Carpets must be cleaned by a **professional carpet company**. Contact information for preferred carpet cleaners will be provided. If carpets are not up to our expectations and our preferred carpet cleaner is not used, we will have carpets cleaned again at tenant's expense. If a carpet receipt is not provided we will have carpets cleaned again at tenant's expense.

Clean light fixtures, inside and out. Install proper sized light bulbs, this includes matching bulbs and correct vanity bulbs. Clean all ceiling fans thoroughly.

_____ Tenant's Initials

HATTAWAY PROPERTIES, Inc.

614 Stringer St.
Killeen, TX 76541
Rentals: (254) 628-7512
EMAIL: hattawayproperties@hotmail.com

Preferred Carpet Cleaning Companies

Advance Restoration & Cleaning Services
254-813-2504

Combat Cleaning Services
(254) 987-2696

Please remember to vacuum your carpets before the professional companies arrive.

Please remember if you choose to clean your home yourself to follow the cleaning guidelines provided at move-in and with your notice to vacate to avoid any extra charges.

Please tell these vendors you rent from Hattaway Properties as they are familiar with our standards and expectations.