HATTAWAY PROPERTIES NOTICE OF INTENT TO VACATE

Date	
This is notification of intent to terminate occupancy of the premises	s listed below:
Address	-
Date expected to surrender keys Does this date comply with release date?	<u> </u>
Release date is 30 days after the date on which your next rental payment is due. regarding when your last rental payment will be due please ask our office now.	If you have questions
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 convenience to show; if you are unable to make an appointment to unable to reach you, someone from our office will use a pass key to resident at our convenience to view the home. If an appointment is view the home with you, it is important you keep your safety in mit questions or concerns about your safety and well being while show discuss safety measures with our office today before you leave.	be home or we are allow a prospective made for someone to hd. If you have
I understand that I am responsible to turn in keys and/or garage docthe last day of the month or I will be billed for the next month's renthat any security deposit or an explanation of its itemization will be forwarding address provided within 30 days from the receipt date of auto debit/ach payment be sure to cancel accordingly. Current Home Number	t. I also understand mailed to the
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 listScheduled 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

Mow, edge, and trim yard. Remove all trash and debris. Trim trees and shrubs and clean out flower beds so they are neat. Yard is to be free of ants.

Remove any satellite dish from the premises.

Clean debris from fireplace, including chimney and traps.

Property must be free of pests and insects at time of inspection. We will have pest control performed by a professional if it is not to our standards at tenant's expense. If property is not habitable due to any type of pest infestation, tenant will be responsible for vacancy rent until the infestation issue is resolved completely.

All nails and screws are to be removed, holes filled and painted. The walls are to be restored to its original condition. Distinguishable hole patches and spots will not be accepted. Touch up paint scuff marks. If paint is needed upon move-out, then it's the tenant's responsibility to buy and ensure a property paint match.

All decals, wallpaper or contact paper will be removed. All door stops are to be in good condition.

Garage and driveways should be cleaned and all oil/grease stains removed. Lime away or cat litter works well for this.

Screens are to be on the windows. Torn or bent screens will be repaired at tenant's expense.

All towel bars, soap dishes, toilet paper holders, etc are to be tightened.

These instructions are provided to you as you check in. If the property does not meet these conditions, you should notify the property manager as soon as possible. Failure to notify the property manager means you accept the property in its present condition. These are the conditions your property should be in when inspected upon vacating. Any deficiencies found at move-out, not corrected by tenant, will be corrected by the management company and then deducted from your deposit. Any cost that exceeds the security deposit will be billed to you. You must pay the excess within 30 days after receiving the security deposit deduction sheet or a 40% collections fee will apply.

This addendum may change the rights, obligations, or remedies of a party. Relevant paragraph numbers are referenced in this mandatory use form. This form is not a mandatory TREC (Texas Real Estate Commission) form. TREC rules prohibit us from giving legal advice.

I have read, understa	nd and agree to the	above cleaning instructions	S.
Tenant	Date	Tenant	Date

614 Stringer St. Killeen, TX 76541 Rentals: (254) 628-7512

EMAIL: <u>hattawayproperties@hot.rr.com</u>

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.