

APARTMENT HUNTERS PROPERTY MANAGEMENT

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TENANT'S THIRTY DAY NOTICE TO VACATE

NAME: _____ **DATE:** _____

I HEREBY GIVE 30 DAYS NOTICE TO VACATE THE PROPERTY LOCATED AT:

(Termination of the lease can only coincide with the end of the calendar month, unless approved by all parties.)

ADDRESS: _____ **CITY:** _____

CURRENT PHONE #: _____ **MESSAGE#:** _____

I WILL BE VACATING PROPERTY ON (DATE): _____

As per my lease agreement, I am willing to show the property for lease to prospective tenants with proper notice during this 30 day period. Tenants are to be escorted by a real estate agent.

MY FORWARDING ADDRESS (FOR DEPOSIT REFUND) WILL BE:

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TENANT SIGNATURE/PRINT NAME **DATE**

TENANT SIGNATURE/PRINT NAME **DATE**

PROPERTY MANAGER'S APPROVAL OF DATE **DATE**

**** Keys must be returned to the rental office ****

Apartment Hunters Property Management

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To: All Tenants Vacating Property

Upon vacating a property, refundable deposits will be returned within 14 business days of Apartment Hunters receiving possession of the property.

The amount of deposits returned will depend on the condition of the property.

Some common deductions would include:

- Unpaid rent, fines, late fees, etc.
- Damage caused by tenants.
- Hauling trash left behind by tenants.
- Excessive interior painting, patches, semi over flat, etc.
- Failure to return keys. (house, pool, mailbox, etc)
- Failure to return garage door openers.
- Any cleaning necessary to bring the property to move-in condition (Except carpet cleaning)
- Replacement of burned-out or missing light bulbs.
- Carpet repairs, vinyl tears, stains, deodorizing.
- Yard clean up including mowing of lawns, removing weeds and grasses from rock areas, and trimming of overgrown bushes, shrubs, etc.

Attached is useful checklist of common items that need attention when vacating.

If you have any questions pertaining to these types of items, please contact your property manager. Please remember that you are responsible for rent until you turn possession over to Apartment Hunters. You must deliver all keys/openers (labeled with property address) to the office or call your property manager for a walk-thru appointment. Also, please make sure that we have your forwarding address for your deposit accounting.

Thank you for your cooperation and good luck in your new home.

Apartment Hunters Property Management

Suggested Cleaning Checklist

KITCHEN

- ___ Clean in/outside cupboard doors
- ___ Remove fingerprints; polish
- ___ Clean drawer faces; polish
- ___ Clean cupboard shelves & inside drawers
- ___ Clean cupboard under sink
- ___ Clean counters; remove stains
- ___ Clean sink; remove stains; polish fixtures

- ___ Clean wall above sink

STOVE

- ___ Clean walls around & above stove

- ___ Clean in/outside panels & door handle
- ___ Remove filter; clean; put back

- ___ Clean outside panels and door handles
- ___ Clean control panel
- ___ Clean oven & racks
- ___ Clean storage drawer(s)
- ___ Clean & store broiler pan
- ___ Clean stove top & rings
- ___ Clean drip pans & line with foil

REFRIGERATOR

- ___ Clean sides, top, door and handle
- ___ Defrost & clean freezer
- ___ Remove & clean shelves & crisper
- ___ Clean door shelves & egg tray
- ___ Clean seal on door
- ___ Leave refrigerator plugged and on

DISHWASHER

- ___ Remove items fallen into bottom
- ___ Remove soap deposits
- ___ Clean outside door & control panel
- ___ Clean along inside door edge

FLOOR

- ___ Wash & wax

BATHROOMS

- ___ Clean tub & tub surround, polish fixtures
- ___ Clean sink & soap holder
- ___ Clean in/outside cupboards & drawers
- ___ Clean medicine cabinet in & out
- ___ Clean mirrors
- ___ Clean in/outside of toilet; Remove any dye/dispenser/tablet; Disinfect
- ___ Wash floor; remove dirt along tub and toilet base

GENERAL CLEANING - ALL ROOMS

- ___ Remove all nails from walls.
- ___ Remove marks/fingerprints on walls.
- ___ Clean baseboards.
- ___ Dust/Wash Mini blinds
- ___ Clean window sills, tracks, inside glass
- ___ Clean closet shelves and rods
- ___ Remove fingerprints around doorknobs;
- ___ Dust slats on louvered doors
- ___ Remove all cobwebs
- ___ Vacuum all carpets
- ___ Wash all tile/vinyl floors

LIGHT FIXTURES

- ___ Dust light fixtures. Remove cover, wash; Put back in place
- ___ Replace burnt-out light bulbs
- ___ Clean switch & outlet cover plates. Replace missing or broken plates

FIREPLACE/WOODSTOVE

- ___ Remove debris & clean
- ___ Clean hearth & mantle

SMOKE ALARM

- ___ Test alarm(s); replace battery if necessary; Re-test to insure working order

OUTSIDE

- ___ Remove cobwebs from eaves & doorways
- ___ Clean exterior light fixtures; replace Burnt-out bulbs
- ___ Edge & weed all flower beds
- ___ Mow lawn immediately prior to turning over
- ___ Keys to office
- ___ Remove all debris from grounds & storage area
- ___ Broom clean garage, carport, storage areas and walkways

REPAIRS

- ___ Complete tenant day-to-day maintenance
- ___ Repair any tenant damage done to property
- ___ Replace broken/cracked windows

LAST

- ___ Remove all personal belongings: Apt. Hunters cannot be held responsible for items left behind
- ___ Walk thru unit double checking this list. All items left undone will be charged to tenant.