



280 E. Corporate Dr. Suite 260  
Meridian, ID 83642  
208.377.3227 Office  
208.376.3884 Fax

## 30 Day Notice to Vacate

Current Date: \_\_\_\_\_

Address:[CUSTINFO("street1")] [CUSTINFO("csz")]

Reason for moving: \_\_\_\_\_

I (we),[ALLNAMES], do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, which ever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.**

If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **PPPM representative** no later than \_\_\_\_\_.

If keys are not surrendered by this day, I (we) understand that I (we) will be charged for rent for each day until the keys are returned. Any changes to the move out date must be submitted in writing.

### PLEASE MAIL DEPOSIT RETURN/STATEMENT TO:

Street address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By: \_\_\_\_\_ Date \_\_\_\_\_

## **MOVE-OUT GUIDELINES**

As you prepare to move from your residence on the date provided on your 30 Day Notice to Vacate, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

**NOTICE:** Tenant must complete a 30-Day Notice to Vacate form. These forms are available at the office and can be picked up or emailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the PPPM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

**RENT:** Tenant is responsible for rent up to the 30<sup>th</sup> day of their 30-Day Notice to Vacate or until their lease expires, whichever is longer. **1<sup>st</sup> Example:** *Tenant gives PPPM Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 5th, late fees will be applied.* **2<sup>nd</sup> Example:** *Tenant moves out May 15<sup>th</sup> but the lease does not expire until July 30<sup>th</sup>. Tenants must pay rent each month until the lease expires or until the property is re-rented.*

**EXTENSIONS:** If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. **Example:** *Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant must call office to see if extension is acceptable. If acceptable, Tenant completes new 30-Day Notice to Vacate form to show a move out date of December 12<sup>th</sup>. On or before the December 5th, tenant must pay 12 days of pro-rated December rent or will be charged late fees.*

**EARLY DEPARTURE:** If tenant vacates prior to the 30<sup>th</sup> day of the notice to vacate, tenant should notify PPPM and turn in all keys. Tenant is still responsible for rent until the 30<sup>th</sup> day of the notice to vacate. PPPM will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30<sup>th</sup> day of the notice to vacate, pro-rated rent shall be given with the refund of the Security Deposit, if applicable.

**KEYS:** Tenant will be charged rent until all keys are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. **Example:** *Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15<sup>th</sup>. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.*

**MOVE OUT INSPECTION:** A move out inspection will be performed with or without the tenant. The following states the rules of the move out inspection:

- (1) Tenants will be given the move out inspection date and time. Tenants desiring to be present for the inspection will need to be there on time. There is no rescheduling of the inspection date and time.
- (2) The unit must be completely vacated in order for the PPPM representative to perform the inspection.
- (3) No follow-up inspections are made, so do your best to have all maintenance completed and everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires maintenance and/or cleaning prior to new tenants, these charges will incur at tenant's expense. Note: Cleaning is \$25.00 per hour and maintenance is \$55.00 per hour.

**RAPID REFUND:** Tenant has the option to receive a rapid refund on their security deposit. This means that the refundable portion of the deposit may be returned to tenant within 72 hours of the inspection date rather than in 30 days. Tenants are eligible for the rapid refund only if specific requirements are met.

**CLEANING:** You will receive a move out inspection/cleaning checklist once you turn in your Notice to Vacate. Perform the cleaning as outlined. **CAUTION:** Very few tenants perform all of the cleaning issues on this checklist or fail to do so satisfactorily. It is highly recommended that tenants follow the Move-Out Inspection procedures and checklist.

**CARPET CLEANING:** Carpet cleaning is automatically performed after a tenant vacates the property with a PPPM approved contractor and the cost is automatically deducted from the non-refundable security deposit paid upon move in.

**DAMAGES:** Tenant shall be charged for the repair of any and all damages (including nail holes placed in walls by the tenant), unless otherwise noted on the Move-In Inspection Sheet.

***Example:** Tenant moves in and notices that the blinds were damaged and PPPM was unaware of this damage. Tenant failed to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and PPPM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

**LIGHT BULBS, SMOKE DETECTORS, ETC:** Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters upon their move out. The cost to replace them will be at the tenant's expense.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**CLEANING/TIPS (to use when completing the move out inspection checklist)**

1. Clean from room to room.
2. Clean top to bottom. Clean ceiling, then light fixtures, then window & blinds, walls, and the floors last.
3. Use Pledge or Old English Polish on wood cabinets after you have cleaned them with pine-sol/water solution.
4. Vacuum out drawers and cabinets first, and then wash them out with pine-sol & water solution.
5. Wash metal floor vents in dishwasher first, and then use pine-sol/water solution to wipe them out.
6. Use a dry toothbrush to clean switches, outlets, phone & cabinet jack crevices, and dust all blinds.
7. Use Pine-sol with warm water to wash down 90% of the interior.
8. Use soft scrub and a toothbrush to clean around faucet handles.
9. Use soft scrub to clean bath fixtures and showers. Then buff with a dry towel or glass cleaner to get streak free mirror finish on chrome.
10. Use Pumice stone to remove stains in toilets.
11. Vacuum window & patio door tracks, then use solution with toothbrush to clean well.
12. Vacuum carpets & treat stains.
13. Use self clean feature of oven first, then use oven cleaner. After applying oven cleaner, set the oven temperature to warm to expedite the drying of the oven cleaner solution. Then use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
14. Use degreaser and a scrub brush to remove oil from driveway, garage, and storage.
15. Roll the refrigerator out and clean behind/underneath; pull out stove drawer to clean underneath.
16. Goo-B-Gone works to remove gum & stickers.
17. Repair any damage caused during tenancy (this includes filling in nail holes and completing any paint touch up that is necessary).
18. Mow lawn and remove any weeds from flower beds.
19. Remove any unwanted personal items and trash-home must be completely vacated.



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## **Rapid Refund**

Tenant has the option to receive a rapid refund on their security deposit. This means that the refundable portion of the deposit may be returned to tenant within 72 hours of the inspection date rather than in 30 days. Tenants are eligible for the rapid refund only if the following requirements are met:

- (1) Tenant must be present at the time of the move out inspection.**
- (2) The home must be ready to go and be completely vacated at the time of the move out inspection. Tenants must have followed and completed the move out checklist.**
- (3) Any maintenance/cleaning that is still needed on the property must be able to be completed by PPPM within 72 hours of the inspection date.**
- (4) Any cleaning/maintenance that is needed on the property must not exceed the amount of the security deposit paid by the tenant upon move in. If any maintenance or cleaning is needed, an estimate will be given to tenant.**
- (5) Tenant will need to sign a form that states they understand and agree to the estimate given and that they understand that amount will be deducted from the deposit before it is refunded.**



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## **Rapid Refund Agreement**

I (we)[ALLNAMES], choose to participate in the Rapid Refund program and acknowledge that twenty percent (20%) of what is left of our refundable deposit will be withheld in order for Park Place Property Management to process our refund quickly. I (we) rented the property located at:

[CUSTINFO("street1")] [CUSTINFO("csz")].

I (we) understand that there is an estimate of \$\_\_\_\_\_. This estimate was given for the cost to get the property back into rent ready condition upon our move out on \_\_\_\_\_. I (we) understand that this is an estimate, but this estimate will cover all repairs/cleaning needed to re-rent this property. If Park Place Property Management finds other issues or items not covered in the estimate, we acknowledge, understand, and agree that we will be charged for those repairs. I (we) understand that the estimated amount of \$\_\_\_\_\_ will be deducted from our refundable deposit and that we will receive our refund within 72 hours of today's date, \_\_\_\_\_.

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Estimate Given

By: \_\_\_\_\_ Date \_\_\_\_\_

# Park Place Property Management, LLC

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 Fax

## MOVE-OUT INSPECTION AND CLEANING FORM

**Tenant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

The move-out inspection will be performed with or without the tenant. If you would like to be present for the inspection, the following requirements are necessary:

1. Tenant must be present at the scheduled date and time. If tenant needs to reschedule the date and time provided, they must do it at least 5 business days in advance, no exceptions.
2. The unit must completely vacant.
3. Every attempt to clean the house and perform any repairs must be complete; there will be no follow-up inspection. There will be no estimate of cleaning or repairs discussed or promised during inspection.

	Move-Out
<b>Kitchen</b>	
Ceiling/Walls/Floors	
Light Fixtures/Bulbs	
Dishwasher/Refridgerator/Oven	
Doors/Knobs/Shelves/Drawers	
Countertops/Cabinets/Doors	
Sink/Faucet/Drain/Disposal	
Windows/Screens/Blinds	
Other	
<b>Dining Room</b>	
Ceiling/Walls/Floors/Carpeting	
Closets/Doors/Knobs	
Windows/Screens/Blinds	
Light Fixtures/Bulbs	
Other	
<b>Living Room</b>	
Ceiling/Walls/Floors/Carpeting	
Closets/Doors/Knobs	
Windows/Screens/Blinds	

	Move-out
<b>Master Bedroom</b>	
Ceiling/Walls/Floors/Carpeting	
Windows/Screens/Blinds	
Doors/Closets/Rods/Shelves	
Light Fixtures/Bulbs	
Other	
<b>Bedroom 2</b>	
Ceiling/Walls/Floors/Carpeting	
Windows/Screens/Blinds	
Doors/Closets/Rods/Shelves	
Light Fixtures/Bulbs	
Other	
<b>Bedroom 3</b>	
Ceiling/Walls/Floors/Carpeting	
Windows/Screens/Blinds	
Doors/Closets/Rods/Shelves	
Light Fixtures/Bulbs	
Other	
<b>Bedroom 4</b>	

Light Fixtures/Bulbs	
Fireplace/Other	
<b>Hall/Stairs/Entry</b>	
Ceiling/Walls/Floors/Carpeting	
Doors/Closets/Rods/Shelves	
Light Fixtures/Bulbs	
Other	

Ceiling/Walls/Floors/Carpeting	
Windows/Screens/Blinds	
Doors/Closets/Rods/Shelves	
Light Fixtures/Bulbs	
Other	

<b>Bonus Room</b>	
Ceiling/Walls/Floors/Carpeting	
Doors/Knobs	
Windows/Screens/Blinds	
Light Fixtures/Bulbs	
Other	
<b>Master Bathroom</b>	
Ceiling/Floors/Walls/Tile	
Exhaust Fan/Doors/Knobs	
Cabinets/Shelves/Drawers	
Countertops/Mirror/Sink/Basin	
Drains/Faucet/Showerhead	
Tub/Caulking/Toilet Bowl/Seat	
T.P. Holder/Towel Racks	
Windows/Screens/Blinds	
Light Fixtures/Bulbs	
Other	
<b>Bathroom 2</b>	
Ceiling/Floors/Walls/Tile	
Exhaust Fan/Doors/Knobs	
Cabinets/Shelves/Drawers	
Countertops/Mirror/Sink/Basin	
Drains/Faucet/Showerhead	
Tub/Caulking/Toilet Bowl/Seat	
T.P. Holder/Towel Racks	
Windows/Screens/Blinds	
Light Fixtures/Bulbs	
Other	

<b>Mechanical &amp; Misc.</b>	
Hot water Heater	
Thermostat/Furnace/A/C	
Phone line/TV Connection	
<b>Garage</b>	
Ceiling/Walls/Floors	
Automatic door	
Light Fixtures/Bulbs	
Other	
<b>Laundry Room</b>	
Ceiling/Walls/Floors/Carpeting	
Check Washer/Dryer/Vent	
Lights/Exhaust	
Other	
<b>Yard</b>	
Grass	
Fence	
Landscaping	
Other	
<b>Bathroom 3</b>	
Ceiling/Floors/Walls/Tile	
Exhaust Fan/Doors/Knobs	
Cabinets/Shelves/Drawers	
Countertops/Mirror/Sink/Basin	
Drains/Faucet/Showerhead	
Tub/Caulking/Toilet Bowl/Seat	
T.P. Holder/Towel Racks	
Light Fixtures/Bulbs	

