



60-Day Notice of Resident's Intent to Vacate

Today's Date: _____

Resident Name: _____

Current Address: _____

Contact Phone #: _____ Email address: _____

Forwarding Address: _____

Resident Signatures: _____

Move Out Date: _____

Floor plan (circle one): 1 Bedroom 2 Bedroom 3 Bedroom Name: _____

My reason for terminating my lease is:

- Home Purchase, Job Relocation, Job Loss, Illness, Too Expensive, Other, Pet Policy, Roommate Split, Size of apartment, Too many occupants

Additional Fees: Lease Break Fee: \$ _____ Concession Payback: \$ _____

Selected cleaning option: Self Clean Clean Team

All appropriate guidelines must be followed based on cleaning choice. Clean Team Fee of \$100 will be charged and due with last months rental payment. Initial: _____

The date given above is a DEFINITE VACATING DATE, and you are hereby authorized to pre-lease the premises to a prospective resident. I (we) understand that if the premises is not vacated as described above, the applicable provisions of the Lease will apply and I (we) may be responsible for additional rent as well as any loss or damages suffered by you or by a new resident deprived of possession. Initial: _____

Keys must be turned in to management by the close of business on the move out date to avoid additional rent charges. Initial: _____

A pre-inspection of your apartment with management is required 30 days prior to your move out date in addition to a final inspection on the day of move out. Initial: _____

I (we) understand that the giving of this notice does not relieve me (us) of any liability that I (we) may have under my (our) Lease agreement. Initial: _____

Office Use:

Acknowledge of Receipt by Management: _____ Date: _____

Pre-inspection: Date: _____ Time: _____

Final inspection: Date: _____ Time: _____



SELF-CLEANING CHECKLIST (Option 1)

INTERIOR

Cabinets/Drawers:

Cabinets must be free of any food particles, grease, spots, and watermarks.

- Remove all shelf liner (if used)
- Wipe down exterior cabinets and drawers

Countertops:

Countertops shall be cleaned and dirt buildup is to be removed. After cleaning, do not leave a visible or touchable soap residue from cleansers. Either rinse thoroughly or use a granite cleaner to finish.

Sink/Faucet:

Sinks and faucets are to be cleaned of all marks, soap film, stains, mineral deposits and water spots. You may need to use a soft bristle brush to clean the hard to reach areas around the faucet and knobs. Do not use drain cleaners.

- Clean thoroughly and leave spot free
- Clean all accessories such as sink stoppers, garbage disposal, rubber gaskets, etc.

Refrigerator:

Refrigerators will be thoroughly cleaned inside and out, to include all parts, trays and rubber gaskets. After defrosting and cleaning, the refrigerator is to be left running with the thermostat set at the lowest setting and the door closed.

- Remove all marks, food particles and stains, clean thoroughly including shelves, crisper, butter container, etc.
- Clean exterior, to include door handles, door gaskets, front, back and sides, coils and drip pans.

Range/Oven:

Remove all food, grease, marks, etc. from the burners, oven racks, broiler drawers, control knobs, oven, oven door and broiler pan/cover.

- Clean exterior and buff free of all marks, stains, grease and food.
- Clean the floor under the range.

Walls/Ceilings/Woodwork/Baseboards/Ledges and Doors:

For difficult marks, a powdered cleanser watered down and used lightly will aid in cleaning. Be sure to rinse off film afterwards. All hangers and nails in woodwork or wall surface will be removed. If a claw hammer must be used to pull the nail, a block of wood placed between the head of the hammer and the surface from which the nail is to be pulled will prevent wall damage. Do not fill nail holes.

- Remove all crayon marks, fingerprints, and cobwebs; scuff marks, soap film, grease, dirt and dust.
- All woodwork should be cleaned and left in a dry condition. Cleaning instructions for woodwork is the same as for the walls.
- All ledges over doors, windows, closets, cabinets and door tops must be wiped clean with a damp cloth to remove grease settlements and dust.
- Remove cobwebs from corners of ceilings, including porches and patios, where applicable.
- Ceilings in kitchen and bathrooms are to be wiped and free of grease, stains or residue.



Switch/Outlet Plates:

Clean switch and outlet plates of any black marks, fingerprints, soils or grease.

Light Fixtures/Ceiling Fans:

- All light fixtures and light bulbs (inside and outside of the home) will be wiped clean, free from dust, grease, soils and left streak free.
- Replace any light bulb that is burnt out.

Carpet/Floors:

- All flooring surfaces are to be cleaned.
- Clean all floors including areas under the refrigerator and stove, and inside the pantry. Use only non-waxed based flooring cleaner, such as Prevail, on the hard floor surfaces.
- All stains must be removed from the carpeted areas and hard floor surfaces.

Bathrooms:

Bathtubs, sinks, commodes, cabinets, shower doors and bathroom tiles must be clean of soap film, dirt, and marks. Drain stoppers will be removed and cleaned.

- Clean and polish shower walls, shower doors, bathtubs, and commodes, removing all spots streaks, soap film and mildew.
- Remove all soils inside and out of the vanity.
- Clean mirror and leave streak-free
- Plumbing fixtures are to be left free of soap film, mildew, rust, lime deposits or water spots.
- Polish all plumbing fixtures
- Remove all hair and foreign debris from drain plugs.
- Clean the vent fan.
- Remove mold build-up by using mild bleach if applicable

Closets:

Closets, including hanger, shelves, and walls will be wiped clean with a damp cloth.

- Remove all cobwebs: crayon marks, fingerprints, scuff marks and hanger marks.
- Clean closet rods, shelf tops and undersides.
- Doors are to be left free of marks, dirt, crayon, etc.

Window/Window Coverings:

All windows will be washed on both sides. Window and patio door blinds will be left clean and hanging properly.

- Clean all windows including windowsills and tracks.
- Clean window inside and out with no streaks (using newspaper instead of paper towels will leave fewer streaks).
- Remove all dust, grease and any foreign substance from the window coverings.
- The blind slats must have a smooth feel to them after they have been properly cleaned.

Heat/Air Conditioning Vents:

Clean heat registers inside and out.



EXTERIOR

Windows and Screens:

- Clean all exterior windows and leave streak free.
- Remove all dust, soils and cobwebs from screens.

Patio & Screen Doors:

- Glass must be cleaned and left streak free
- Door tracks must be free of any dirt or debris and cleaned thoroughly.

Threshold:

- Remove all black marks and soils

Garage:

- Remove all personal items
- Area is to be left free of soils, crayon marks, scuff marks, dirt, cobwebs, etc.

Lawn/Flower Beds/Outside Areas:

- Police yard and remove all debris including trash, leaves, animal feces, etc.
- Sweep and remove all soils from patio and walks.
- Lawns damaged by pets must be repaired.
- Properly remove satellite dish, when applicable.

Trash Can/Recycle Bins: Contact Rumpke for pick up.

Keys/Remotes:

- Must return all assigned house, mailbox keys and garage remotes.

Residents will be held responsible for damage exceeding fair wear and tear. Examples of such items are listed below, but not limited to:

- Unauthorized painting
- Broken windows
- Lost keys and/or broken keys
- Holes in walls or doors
- Damage caused by either installing/removing satellite dishes
- Damaged flooring and/or carpet
- Pet damage
- Improper care of landscaping



CLEAN TEAM (Option 2)

Hearth Home Communities offers its residents an option to use a Clean Team to clean the home after moving out. This charge is \$100 and will be charged and due with last month's rental payment before the scheduled move out date. The Clean Team will clean the home after move out but will not remove trash or furniture.

The Resident(s) is still responsible for the following:

- General wipe down of all appliances, walls, counters, cabinets and flooring is required.
- Oven should be cleaned by using the self-clean feature.
- Interior and exterior must be left trash free and all personal belongings removed prior to inspection.
- All crayon marks, solid, grease, dirt, dust, nails, tape and any other foreign objects must be removed from the walls, ceilings, closets, window ledges, baseboards and pantry throughout the entire home. This includes both interior and exterior areas.
- Floors are to be swept/vacuumed (including carpets).
- Cabinets and drawers in the kitchen and bathrooms must be wiped out and free from any personal belongings or trash.
- All screens are to be free of dust and soils.
- Garages: All personal items removed and areas free of all soils and automotive fluids.
- Lawn must be left trash free and all animal feces removed.

NOTE: AS A SAFETY PRECAUTION, TURN OFF ALL CIRCUIT BREAKERS BEFORE CLEANING APPLIANCES.

Excessive damage will be assessed during the final inspection. If the occupant caused the damages, a fee will be charged and must be paid in full by cashier's check, money order prior to vacating.