



TURNER REALTY COMPANY
1300-C PAMALEE DRIVE/P O BOX 36053
FAYETTEVILLE, NC 28303
(910) 221-4095

NOTICE TO VACATE

Property Address; _____

It is understood that a 30-day notice runs from the 1st to the 30th/31st of a month and any notice received by landlord after the last day of the month will require payment of rent for a full additional month. If the last day falls on a Federal Holiday or on a weekend (Saturday/Sunday), then the notice must be received before the close of business on the last business day BEFORE the Federal Holiday or weekend.

Please accept this as my notice to terminate my tenancy at the above mentioned address.

1. I understand that this notice must be received by Turner Realty Company on or before the 1st day of the month and at least 30 days in advance of the date I intend to move.
2. Notice to Vacate must be accompanied by US Military Permanent Change of Station orders to move more than 50 miles from this area or orders for deployment over 30 days. Original PCS orders must be attached to the notice and the rent paid through the date of the notice at the time the notice is received or this notice will be treated according to Section 1 above.

Date I wish to vacate the home (turn in keys to Turner Realty Company) _____

I understand that if I vacate the property prior to the expiration date of my lease, I will be responsible for the rent until a new tenant is procured or until the expiration date of my lease, whichever comes first. In addition, I understand that I will owe the cost of re-renting (\$100 as per lease), along with the cost of yard maintenance and interior cleaning required before a new tenant can take possession.

I understand that rent will be charged until the keys are accepted by Turner Realty Company. I understand that the home will be inspected by Turner Realty Company as soon as possible once the keys are received. I understand that the utilities should be left on for as least 72 hours after keys are turned in so the inspection can be completed and that I will be responsible for the rent until the inspection can be performed, with the power on. I understand that if the inspection is delayed, due to the power not being on, I will be responsible for the rent until it is performed as well as being charged \$50 for the second inspection.

I understand the move out inspection is performed to determine the cleanliness of the home as well as to observe any damages. I understand that the home is to be cleaned according to the checklist provided by Turner Realty Company and I will be responsible for any damage exceeding fair wear and tear that are not listed on the move in inspection.

I understand that this home will be placed back on the rental market and I agree to cooperate with showings. I agree to make the home available for showings from 10am - 6pm and if I do not cooperate with showings I will be charged \$100. I understand that if I do not cooperate with showing the home that Turner Realty Company can have an agent show the home without me being present.

I understand that Turner Realty Company will return my security deposit less any expenses within 30 days of me turning the property over to them. I understand that I will be given an itemized statement of any expenses charged against my deposit or any part of it. I understand that it is my responsibility to provide Turner Realty Company with my forwarding address for the return of my deposit, if applicable.

Current Telephone Number(s): _____

Date of Notice

Forwarding Address (if known)

Signature of Lessee

City, State, Zip Code

Signature of Lessee

Last Day in home (Date you will turn in keys)



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CHECKOUT INSTRUCTIONS

The Tenant or Landlord has given written notice to vacate and Agent or Tenant has received notice on _____. In accordance with the Rental Agreement, the Tenant shall be responsible for rent through and including _____, or until a completed checkout has been performed and all keys, and/or amenities passes have been returned. All personal items must be removed from the property before an inspection can be made. **Utilities are required to remain on until property has passed inspection. Rent will be charged until keys are received. Security deposit will be returned within 30 days from completed checkout inspection, less rent, late or returned check charges due, repairs or items not completed as required by these checkout instructions. The return date for the Security deposit will be adjusted to 30 days from receipt of any invoices related to repairs or items not completed as required by these checkout instructions. The Security deposit and final accounting will be returned to the Tenant by mail.**

1. Remove all personal items and trash from property.
2. Clean all appliances including refrigerator seals and inside all equipment. Refrigerator should be pulled away from all and the floor and area behind cleaned thoroughly. Clean range inside and out and hood/fan and run dishwasher without dishes to clean it.
3. Replace filter(s) in furnace return.
4. Clean all cabinets inside and out, to include kitchens and bathrooms. Special attention should be given to handles and knobs.
5. Carpets must be professionally cleaned and a receipt of such cleaning must be provided when turning in keys. The carpet cleaning should be done after all house cleaning items are completed and furniture removed to insure cleaning of all areas.
6. Wash all ceiling fans and light fixtures plus light globes should be removed and washed thoroughly and exterior fixtures should be washed and all bugs removed. (All light bulbs must work at inspection)
7. Wash dirty walls including wallpapered areas and woodwork as required carefully. Pay special attention to areas around light switches, hallways and doorways.
8. Clean all windows, inside and out and secure all windows and screens. Clean all windowsills, window tracks and patio door tracks. Mini-blinds (if any) should be washed. Cobwebs shall be removed.
9. Clean and disinfect the bathrooms thoroughly. Any ceramic tile baths should be cleaned with a brush and product such as Tilex to remove any mildew.
10. Mow, trim, edge, pull or spray weeds, haul debris prior to move-out inspection. Sweep driveways, walkways, garage, and decks.
11. Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damage. Any repairs must be completed in a professional manner.

Please turn in keys, garage door openers, amenities keys, or passes and any other remotes or alarm codes.



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PROPERTY MANAGEMENT CLEANING CHECKLIST

This list is to help you leave the property in the cleanest state possible so that your security deposit may be returned.

EXTERIOR:

- Pick up and discard of all pet waste and other debris
- Mow the lawn
- Trim hedges and bushes and weed garden area
- Sweep porch areas and driveway
- Clean front and back doors

INTERIOR OF ALL ROOMS:

- Clean and dust blinds
- Dust tops of door frames
- Clean baseboards and doors
- Wipe walls of marks
- Clean all windows inside and out to include windowsills
- Clean and dust light fixtures
- Wipe all closet shelving of dust
- Vacuum and mop all floors
- Replace burned out light bulbs
- Replace smoke alarm batteries
- Replace A/C filter

KITCHEN:

- Empty and wipe all cabinets inside and out
- Wipe out all drawers
- Clean pantry shelving
- Wipe all counters and surfaces
- Empty and clean fridge inside, out, on top, underneath and behind
- Clean oven inside, out and behind
- Clean or replace drip pans
- Clean under drip pans
- Run dishwasher through cleaning cycle and wipe outside
- Sweep and mop floors

BATHROOMS:

- Clean walls and baseboards
- Clean walls around toilets
- Clean toilet inside, out and behind
- Clean and wipe cabinets inside and out
- Wipe and clean out all drawers
- Clean counters and sinks
- Clean tub/shower
- Sweep and mop floors

MISCELLANEOUS:

- Cancel utilities 3 **business** days after turning in keys or you will be charged to turn them back on
- Turn in keys to Turner Realty Company, along w/ garage door openers, amenities keys, codes and any other remotes, or key fob you may have