



## 60 DAY NOTICE TO VACATE

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Date of move out: \_\_\_\_\_ Roommate move out: \_\_\_\_\_ Complete move out: \_\_\_\_\_

This is our 60 day notice to vacate the home listed above. All those whose signatures appear below understand and agree to the follow:

- Keys shall be returned to the 32 West Realty office no later than 12:00PM on the day of the lease. Failure to do so will result in a \$250 fee, which shall be deducted from the security deposit.
- 32 West Realty has 30 days to return the deposit. There is no expectation of the deposit being returned earlier than 30 days after move out.
- Deposit will be disbursed equally to all tenants on the lease. If there is a change in the amounts going to each tenant, it is the tenants' responsibility to notify 32 West Realty. Notification must be in writing.
- Forwarding address must be provided. IN the absence of a forwarding address, the deposit shall be sent to the previous address.
- Once notice is given 32 West Realty will begin advertising the unit and may show the property with a 24 hour notice. The home shall be maintained in appropriately show-able condition and arrangements will be made for the safety and containment of any pets.

The undersigned intend to vacate the property:

_____	_____
Print Name	Signature
Forwarding Address:	_____
	_____

_____	_____
Print Name	Signature
Forwarding Address:	_____
	_____

Additional addresses and signature should be placed on the back of this form as needed.



# Moving out Guidelines

**To prevent unnecessary deductions from your security deposit, please use this guide for checking out of your home. Please note: It is nearly impossible for this document to anticipate and address every potential situation. As such, this is not all-inclusive; it is merely a guide for your convenience.**

1. Pay any unpaid rent, late charges, and other miscellaneous charges against your account.
2. Once notice has been given to 32 West Realty, the property will be advertised.
3. Once the time has come to vacate, please remove all personal belongings. Double-check all kitchen cabinets, refrigerator, attics, storage spaces, and closets. (Any items left behind become the property of 32 West Realty (32WR) and will be disposed of. You will be responsible for any expense incurred by the removal.)
4. Clean interior (Have carpets professionally cleaned, mop vinyl/wood floors, dust ceiling fan blades, baseboards, mini blinds, & window sills, clean light globes. Please refer to our POTENTIAL CHARGES and CLEANING LIST.
5. Replace blown/missing light bulbs and light fixture globes.
6. Replace smoke detector(s) batteries.
7. Mow the lawn, trim the bushes, and sweep out the garage & walkways, if applicable.
8. Return all keys (including garage door openers, pool keys, clubhouse, and gate keys) to 32WR once you move out. You will be charged for each key not returned. (Return of keys signifies you have turned property back to 32 West Realty. Your financial obligation continues until you have returned your keys and left the house.
9. 32WR does the final walk through after you have fully vacated the home and returned the keys.
10. 32WR refers to your move in inspection sheet turned in upon your move in and any video/photos, or documented information pertaining to any previous damages in the unit prior to your tenancy.
11. If 32WR does not intend to impose a claim on the security deposit, 32WR shall have 15 days to return the security deposit. Should 32WR find damages, 32WR shall have 30 days to give you written notice by certified mail to your last known mailing address of 32WR's intention to impose a claim on the deposit and the reason for imposing the claim.
12. The deposit will be disturbed equally to all tenants on the lease. You must provide your forwarding address or the deposit shall be sent to the previous address.