

## How to Properly Vacate your Property & What to Expect

### Moving out? How to Properly Give Notice

If you have decided to move out of your current residences please contact our office to obtain a 30 day notice to vacate. Please review the notice and send it to our office. Your notice to vacate is not considered received until it has been submitted in writing.

- We must have the exact date the home will be vacant so we can advertise the correct availability date. If you do not vacate on the date agreed you will be charged twice the daily rate of your current rent. Please notify us ASAP if your move-out date changes.
- We must have your forwarding address.

**Note:** If your rental agreement is month-to-month you must provide us with a 30 day notice to vacate. If your rental agreement is for a fixed period of time, you must wait until 30 days before your lease expires to submit your notice to vacate. Any attempt to end your lease before it is set to expire will result in an early termination.

### What Happens Next?

Once we have received your notice we will begin advertising your property for rent in order to reduce the amount of time the property is vacant.

During this time we will be showing the property to prospective tenants. As our resident we will do our best to be respectful of your home and show the property in time blocks. A leasing agent will walk all interested parties through the house and no one will be allowed to walk unattended in your property.

To help facilitate a smooth process, please pick 3-4 days a weeks that we can show the property and include time blocks with each i.e.

Monday: 10AM –1PM

Wednesday: 12PM-5PM

Thursday: 9AM-11AM

Saturday: 1PM-4PM

Note: We will provide you with a 24 hour notice before showing the property.

### Returning the Property to Us

We have enjoyed having you as our tenant and now the time has come for you to return the property to us. We expect the property to be deep cleaned from the floor to the ceiling (see pages below for details).

