



The undersigned hereby notifies Clemons Real Estate Properties, Owner, of his/hers/their intent to vacate the “premises” on the _____ day of _____, 20____.

I/We understand that it is my/our responsibility to schedule a walkthrough appointment prior to vacating the premises and that walkthrough appointments must be scheduled Monday-Friday between the hours of 9:00am and 4:00pm. I/We understand that my/our failure to schedule a walkthrough appointment prior to vacating the premises will waive my/our right to a walkthrough appointment. I/We would to schedule my/our walkthrough appointment for the _____ day of _____, 20____.

REASON FOR MOVE (Check One):

- | | | |
|------------------------------|---------------------------|------------------------|
| Acquired a pet | Leaving/graduating school | Moving home |
| Added a roommate | Loss of employment | Moving to another city |
| Bought home/condo | Lost roommate | Noise problems |
| Closer to employment | Maintenance issues | Parking problems |
| Short term lease | Marital status change | Rental increase |
| Death or illness | Military transfer | Renting home |
| Employ transfer out of state | Money problems | Returning to school |

Other:

(Check One): I/We state that the term of the Lease Agreement **HAS HAS NOT** been completed.

I/We understand that this document constitutes my/our written intention to quit possession of the premises and that if I/we do not accordingly deliver up possession on the date stated in this notice, I/we shall be liable to the owner for one and one half times the rent or sum that would otherwise be due, as allowed by law. **If you breach the Clemons Real Estate Lease Contract prior to expiration: Please refer to the Clemons Real Estate Lease Contract; Lease Termination states: you must provide us a written 60-day notification and pay an equivalent of two months of rent due no later than 30 days from the date you provide management with the 60-day written notification. Your move-out notice will not release you from liability for the full term of the Lease Contract or renewal term.**

(Check Only One): Sixty (60) Day Notice to Vacate **HAS HAS NOT** been given.

My/Our forwarding address is:

Name:
Address:
City/State/Zip:
Phone Number(s):

There are occasionally some misgivings concerning the reasoning apartment owners use returning security deposits to their residents. There are a few owners that use this money as an additional source of income, but they are the

exemption rather than the rule. Our general policies for return of your security deposit are listed below. In the event that any of them conflict with the terms of your Lease Contract with us, the terms of the Lease Contract will prevail.

- 1) The resident must have completed the lease term and given Sixty (60) days written notice to vacate the apartment to management before you may be entitled to a refund of your security deposit. The notice must be received on or before the first day of the Sixty (60) days prior to your lease expiration. This notice is legally binding and the apartment may be pre-leased any time after this notice is given. The resident also gives permission for the management to show the apartment with a 24-hour notice prior to showing.
- 2) The resident must: a) clean each kitchen appliance thoroughly; b) remove all debris such as coat hangers, boxes, and rugs; c) wipe clean cabinets, shelves, drain boards, vanity tops, and plumbing fixtures; d) otherwise clean all areas of the premises thoroughly, following the guidelines set forth in the Clemons Real Estate Lease Agreement you received at the beginning of your residency with us. The manager, in his or her sole discretion, will be the sole determiner of the cleanliness, and will charge for each major appliance that is left dirty as set forth in the Clemons Real Estate Lease Agreement.
- 3) Repair costs for damages will be deducted from the security deposit as set forth in the Clemons Real Estate Lease Agreement. This includes, but not limited to, the following situations: repairing, cleaning, or painting the walls or woodwork beyond what would be caused by a reasonable amount of wear and tear under normal circumstances.
- 4) Any damage done to the apartment or its furnishings will also be charged against the resident's deposit as set forth in the Clemons Real Estate Lease Agreement. Cigarette burns, broken windows or screens, carpet stains, chips on appliances, or damaged drapes/blinds will be assessed on individual basis.
- 5) The premises will not be inspected until the resident has moved all belongings from the premises and completed all the above requirements set forth in paragraphs 1-4 above. After the manager inspects the premises and receives all keys, the manager will prepare an account itemizing all damages or other charges to the resident and will account for any refundable portion of the security deposit within the time allowed under state statute. The return of the security deposit or partial return of the deposit will be made by mail from the Corporate Office.

_____	Resident/Lessee	Date	_____
_____	Resident/Lessee	Date	_____
_____	Resident/Lessee	Date	_____
_____	Resident/Lessee	Date	_____
_____	On-Site Staff Member	Date	_____

<p>For On-Site Use Only</p> <p>Date Notice Received: _____</p> <p>Date Noticed Entered in Computer: _____</p> <p>Entered by: _____ (On-Site Office Staff Member)</p>
