

30 DAY NOTICE TO VACATE

Resident Name: _____

Current Address: _____

Phone: Home: _____ Work: _____

Please be advised the I/we will vacate the above unit on or before _____. Keys to this unit will be turned in on this date. I/We understand that in order to receive our refundable deposit back, the unit must be in good condition. The following is a guideline to aid you in receiving your refundable deposit back.

1. All light fixtures and wall switches must be cleaned.
2. All walls free of spots, grease or damage. Remove nails and picture hangers.
3. Carpets thoroughly vacuumed and free of all debris.
4. Linoleum swept and mopped, including under the refrigerator and stove.
5. Windows clean, including the window sill. Blinds wiped down.
6. Cupboards and drawers should be clean inside and out.
7. Refrigerator cleaned inside and out including drawers and freezer. **DO NOT USE KNIFE OR OTHER SHARP OBJECT WHEN DEFROSTING THE FREEZER.**
8. Range cleaned inside and out including drip pans and broiler.
9. Bathroom walls and fixtures clean, toilet and shower spotless.
10. All heating vents vacuumed and clean.
11. All trash removed from the unit, garage and outside areas.

Resident is responsible for cleaning the unit and for all damages not expressly stated on the move-in sheet other than normal wear and usage. Resident is responsible for removing all personal property from the unit before the date indicated above. **ANYTHING LEFT IN THE UNIT WILL BE THROWN AWAY.**

For the duration of the 30 days, management may show the unit to prospective applicants with proper notice to resident (24 hours). Resident understands that any deposits due will be refunded by mail within 30 days from the date management receives keys. Resident will receive a deposit accounting indicating the reason for any money not refunded.

By my signature below I understand that this is a LEGAL 30 day notice and, as such, Millard Realty will be securing a deposit from another individual to occupy this unit upon my vacancy. If I refuse to vacate, Millard Realty has the legal right to process a "5 Day Unlawful Detainer" eviction and any legal fees or rents incurred by Millard Realty will be my responsibility.

Resident's Signature & Date: _____

Forwarding Address: _____

(Quantity Issued) **Permits Issued**

Permits returned: _____
(List Permit Numbers)