

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

I HEREBY NOTIFY YOU THAT I WILL BE VACATING MY APARTMENT
ON THE _____ DAY OF _____, 20____.

REASON FOR LEAVING: _____

CHECK THE APPROPRIATE BOX: (SUBJECT TO MANAGEMENT APPROVAL)

_____ I HAVE COMPLETED ALL TERMS AND CONDITIONS OF MY LEASE

_____ I HAVE NOT COMPLETES ALL TERMS AND CONDITIONS OF MY LEASE

_____ I HAVE GIVEN THIRTY (30) DAYS WRITTEN NOTICE TO VACATE

_____ I HAVE NOT GIVEN THIRTY (30) DAYS WRITTEN NOTICE TO VACATE

MY FORWARDING ADDRESS IS: _____

TENANT SIGNATURE: _____

TENANT SIGNATURE: _____

TENANT SIGNATURE: _____

TENANT SIGNATURE: _____

RECEIVED: _____ DATE: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____



***A&A* PROFESSIONAL PROPERTY MANAGEMENT**

1402 West Rapid Street
Rapid City, South Dakota 57701
605-341-7761

Dear Tenant(s),

We would like to take this opportunity to thank you for choosing ***A&A* Professional Property Management** for your rental needs.

To ease you into the move-out process included is a copy of the Check-Out List that is also the last page of your Lease Agreement, but a good reminder.

If your lease has not ended, you will be responsible for rent until the end of your lease, or until the unit is re-rented, whichever comes first.

We do use ABC Carpet Cleaning @ 605-381-5339 to do all of our carpet care, please feel free to call them for your carpet cleaning. Please be reminded that your carpets do need to be cleaned by a professional carpet cleaner that has been approved by ***A&A* Professional Property Management**. If carpets are not cleaned or arranged to be cleaned, and cleaning is not done prior to move-out there will be an additional \$150.00 charge if ***A&A* Professional Property Management** has to arrange for carpet cleaning or cleaning.

If keys are not turned in, we will charge for every day we do not have the keys.

If you have a fireplace, we require a professional chimney sweep to clean your fireplace.

We require receipts for not the CARPET CLEANING and the FIREPLACE CLEANING.

In accordance with your Lease Agreement, please have your rental cleaned, carpets cleaned, and have all keys turned into our office no later than 12:00 noon on the last business day of the month.

If you schedule an inspection with a manager, and you are not ready for the inspection (which includes having all personal belongings removed, unit cleaned and carpets professionally clean, etc) or do not show up for the inspection you scheduled, you will be charged \$90.00.

Upon receiving your keys, we will inspect your home and begin the process to refund your Security Deposit to you. Please make sure you provide us with your forwarding address.

Please feel free to contact us with any questions. Thank you for your complete cooperation.

Thank you,
***A&A* Professional Property Management**

Check Out Requirements

ATTACHMENT A

1. Check-out inspection of rental properties are made between 8:30am and 4:00pm, Monday through Friday. You must be checked out of your home by *12:00 noon on the last business day of the month*.
2. All of your furniture and personal items must be removed from the rental and keys turned in before an inspection can be made. You may not stay in the property after the inspection is completed.
3. Remove all personal items and trash from the dwelling yard.
4. Clean appliances thoroughly so they sparkle! (Refrigerator, range, dishwasher).
5. Clean and wash woodwork and cabinets and apply a good grade of furniture polish where necessary to finished woodwork.
6. Clean the sinks and inside and outsides of kitchen cabinets.
7. Clean all carpets *PROFESSIONALLY* and provide copy of bill to office.
8. Wash walls carefully; pay attention to areas around light switches, hallways and doorways.
9. Clean all windows and secure all screens.
10. Strip tile floors of all wax. Remove stains and marks.
11. Make needed repairs to screens and screen doors.
12. Clean and disinfect bathroom(s) thoroughly.
13. Mow, Trim, edge and water the yard prior to check out. (If a yard is part of your house or apartment.
14. Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
15. Electric, water, and gas must be left on in tenants' name until such time as property manager can have them reverted into the owner's name. If utilities are turned off in winter months resulting in freezing, tenants will be responsible for damages
16. Discontinue your telephone service at least 24 hours before vacating. If the home is illegally entered while vacant and long distance phone calls are made on the phone, the Telephone Company will charge you.
17. If you pay your own water and garbage, make arrangements to have your trash and garbage picked up BEFORE you discontinue your water service. Once the water is turned off, the city will not pick up your trash. You will be charged if we have to haul away trash.
18. Tenant is required to have the fireplace cleaned *PROFESSIONALLY* and provide copy of the bill to our office.
19. If tenant fails to pass the first Move-out inspection of the rental unit, at the option of the property manager, a second inspection may be performed for a \$90.00 re-inspection fee, which will be deducted from the tenant's security deposit.
20. YOUR COOPERATION IS APPRECIATED!!
21. Return all door and mail keys to office by last business day of lease agreement by noon. A \$75 fee per lock will be charged if we have to re-key any locks.