

Ansley Forest

APARTMENTS

Notice to Vacate

Today's Date _____

Apartment # _____

Lease Expiration Date _____

I hereby advise the apartment community that I will vacate my apartment

_____ Date: _____.

My reason(s) for vacating are as follows:

The date given above is a definite vacating date. Should I subsequently wish to cancel or extend my notice to a later date, I will contact the Manager immediately through a written response. *If my apartment has already been rented to a new resident by the time I make such a request, I understand that it may be impossible for the manager to grant this request.*

Although we are sad to see you leave. We want to assure an easy move out process. Please review the following important instructions:

To qualify for a security deposit refund, your apartment should be left clean, with no damages, minus normal wear and tear. Please be sure the following items are included in your apartment cleaning: (Save My Time Service does not cover damages due to excessive lack of cleaning).

1. Remove all of your belongings from the apartment.
2. Remove all trash from the apartment, patio or balcony.
3. The fire extinguisher must remain under the kitchen sink.
4. Clean the stove, the oven, drip pans, and under the burners.
5. Clean the refrigerator and freezer.
6. Sweep and mop all floors. (We recommend "Once and Done" by Armstrong)
7. Clean the bathroom(s) including the commodes, sinks, countertops, showers, shower heads, faucets and tubs.
8. Clean the insides of cabinets, drawers and shelves.
9. Clean all mirrors and fixtures.
10. Clean vertical blinds.
11. The entire premises must be vacated on or before the move out date as specified on this notice.

Or, you may make arrangements to use the Save My Time Service at a cost of \$125 see attached information. (This service is for general cleaning and does not include excessive cleaning or trash removal of any kind).

Be sure to return all keys. The apartment will not be considered vacant until we receive your keys therefore additional rent will be due.

Your final water bill will automatically be deducted from your deposit unless you make arrangements to pay to the leasing office on or before move out date.

In addition to cleaning your apartment, MPM requires the lease term to be fulfilled and the proper written notice of termination to be given. **Rent and any additional charges must be paid through the move-out notice.** Be sure you provide us with a forwarding address for any deposit refund. Adherence to the above guidelines will avoid problems and help your move out day be as trouble-free as possible.

YOUR SECURITY DEPOSIT IS RETURNED IN A CHECK MAILED TO THE PROVIDED FORWARDING ADDRESS AND IS ADDRESSED JOINTLY TO ALL PERSONS WHO SIGNED THE LEASE.

Rental payment(s) due through end of lease.	\$ _____
Liquidated Damages	\$ _____
Total amount due	\$ _____

Resident _____ Resident: _____

Resident _____ Resident: _____

Forwarding Address: _____

Home/Cell Phone: _____

Work Phone: _____

Email: _____

Agent for Madison Property Management: _____

Thank you for allowing us the opportunity of providing you with your apartment home.

Sincerely,

Ansley Forest Management

1616 Piedmont Avenue, Atlanta GA 30324; (404)875-4702 fax: (404)875-1146; ansleyforest@madison-pm.com