

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.

