

# Receipt of Notice To Vacate

**DATE:** \_\_\_\_\_

**TENANT(s) NAME:** \_\_\_\_\_

**TENANT(s) ADDRESS:** \_\_\_\_\_

Hello,

I have received your written notice of your intent to vacate the property at \_\_\_\_\_. In order for my records to be complete with a forwarding address, please fill out and submit the attached form. I have enclosed a stamped, self-addressed envelope for your convenience.

In order for you to vacate the premises, receive a good reference and receive your security deposit back in full from me, please note the following items:

1. The property needs to be vacant before the walk-thru, which will be scheduled soon. This includes having all personal property removed from the home, storage areas and yard. You will be charged a hold over rate rent if you have not vacated the premises by this date/time.
2. All keys and garage door openers must be returned to \_\_\_\_\_, along with a forwarding address once you have completely vacated the premises. You will be billed for changing the locks if all keys/openers are not returned to landlord, do not leave the keys/openers in the vacant house.
3. The property must be left in a clean, ready-to-rent condition with no damages, no trash and no cleaning left to be done and the yard must be mowed one final time.
4. I will schedule a final walk through inspection of your property and assess any damages (if any), and you have the right to be present at this inspection.
5. Your security deposit will be refunded within 30 days of your move-out less any damages and any past due balances owed to landlord. Deposit refund checks will be written to all Tenants on the lease agreement.

Again, we would like to thank you for renting from \_\_\_\_\_.  
Please call me if you have any questions.

Sincerely,

\_\_\_\_\_