

Notice to Vacate

Date: _____

Name: _____ Address: _____

This is my 30 day to Hardwick Inc. Real Estate. I plan to vacate the property on the following date: _____ and my reason for leaving is: _____

I acknowledge that I have read and understood the release of security deposit standards as cited in the paragraph below.

Resident _____ Date _____ Forwarding Address: _____

Resident _____ Date _____ Phone Number: _____

Release of Security Deposit is subject to satisfaction of the following conditions:

- Full term of lease has expired and all provisions herein complied with.
- Utilities are to be taken out of tenant's name but **NOT SHUT OFF**; ask utility companies for a "Final Bill", and have said bill sent to your new address.
- Entire apartment including range, oven, refrigerator, bathroom, closets, cabinets, windows, carpet, balcony, etc. must be cleaned.
- No damage to apartment, beyond normal wear and tear.
- No unpaid late charges or delinquent rent.
- Forwarding address left with management.
- No indentations or scratches in wood or other flooring caused by furniture or other means.
 - Floor must be restored to the original condition if tack down or wall-to-wall carpeting was installed by Lessee.
- No wall coverings, stickers, scratches, or large holes in/on walls.
- All keys returned, including those from mailboxes must be returned by the date stated above.
- All debris, rubbish and discards to be placed in proper rubbish containers in designated areas.
- All building owned carpeting must be professionally cleaned, and condition of the carpet after such cleaning is subject to approval of Lessor.

IF THE ABOVE CONDITIONS ARE NOT COMPLIED WITH, LESSEE WILL BE CHARGED THE CURRENT RATES LESSOR IS PAYING TO HAVE ITEMS REPAIRED AND/OR CLEANED.

The cost of labor and materials for cleaning, decorating, maintenance, repairs, removals and replacements, where applicable, or rent loss due to necessary repair time, and numerous other charges based on actual damages will be deducted from the security deposit. The following is a schedule of Lessor's current **MINIMUM** charges for cleaning, refurbishing and maintenance.

Cleaning

Trash removal	\$100 per pickup truck load	Closets	\$20 each
Kitchen		Windows	\$5 each
▪ Stove	\$50	Floors	
▪ Refrigerator	\$50	▪ Vacuum	\$45
▪ Cabinets/Counters	\$40	▪ Tile Cleaning	\$75 - \$85
▪ Floors	\$35	▪ Carpet Cleaning	\$35 per area
<u>Bathrooms (each)</u>		Excessive Cleaning	\$50 per hour
▪ Toilet	\$20	Decal Removal	\$20 each
▪ Shower/Tub	\$45	<u>Refurbishing</u>	
▪ Medicine Cabinet	\$10	Patching hole 1/2" to 2"	\$20 each
▪ Vanity	\$10	Double Coating/Kilz	\$40 each wall
▪ Floor	\$35	Removal of wall paper	\$30 per hour

Maintenance

Materials plus labor at	\$40 per hour
Light bulb replacement	\$2.50 each

