



PO Box 37840 - Raleigh, NC 27627
(919) 852-0202 - (919) 835-2250 fax

Notice of Intention to Vacate

Name(s): _____

Address: _____

In accordance with my rental Lease this is an official written notice of my/our intent to vacate the above address on or before:

(vacate date) _____

I/we understand management will be marketing our home for re-rental and agree to keep the home in good showing condition. We understand we will be given 24 hours notice by telephone prior to showings. The phone number that should be used for notice of showings is: _____

Forwarding address (if you don't know yet please make sure to let us know upon move out)

Address _____

City _____ **State** _____ **Zip** _____

**If a forwarding address is not provided, we will mail your deposit to your previous address marked "please forward". If it does not make it to you, and you require another check, you will be responsible for the stop payment fee and will need to pick up the reissued check from our office, or provide us with a self addressed stamped envelope.*

Provisions – For further details refer to rental Lease:

- **This form must be signed by everyone on the lease**
- At least a 60 day written notice is required for all move outs. The day count starts once notice is **received** by Becklee Real Estate, LLC.
- **One check** will be issued to refund your security deposit. The names of all persons on the lease will be on the check. **If you would rather have the check issued in one name please list name :** _____ **Security Deposit Refund/Statements will be issued within 60 days after move out or lease end.**

**** ALL ICE MUST BE REMOVED FROM FREEZER & ICE MAKER MUST BE TURNED OFF (if applicable) PRIOR TO TURNING IN KEYS !**

- Residents must replace burnt out light bulbs and dirty HVAC filters, and remove any shelf paper applied to cabinets or drawers upon move out to avoid charges
- If residents are responsible for yard maintenance, yard must freshly mowed upon move out and yard must be in as good or better condition compared to move in date.
- All personal belongings and trash must be removed from the home to avoid charges. Check attic, storage rooms and other areas prior to move out.
- Keys must be turned in by midnight on or before your vacate date to avoid penalties as stated in your Lease agreement.
- Keys (mail keys, pool keys, and garage door openers) should be put in an envelope with property address written on the front and **delivered** to our office or left in our office drop box.
- Utilities and renters insurance must be kept in effect in residents name until the vacate date or expiration of the lease or notice, whichever comes last.

A confirmation letter will be forwarded to you within three (3) business days. Should you not receive this letter within this time, please contact us immediately.

Sign : _____ Date: _____

Sign : _____ Date: _____

Sign : _____ Date: _____

Sign : _____ Date: _____

Initial beside one of the following cleaning options:

_____ I/We would like to contract Becklee Real Estate, LLC to provide the move out cleaning of our home. Please submit check payable to Becklee Real Estate, LLC for the appropriate amount from box below.

_____ I/We will do our own thorough move out cleaning. (Thorough general cleaning including all flooring, bathrooms, dust window sills and baseboards, wipe out all cabinets & drawers, clean appliances thoroughly inside, outside and underneath including washer/dryer if provided, and sweep off patios/decks)

Cleaning Rates

2 bedroom on Champion Ct. **\$100**

3 bedroom on Champion Ct. **\$115**

Homes 1000 square feet and less **\$100**

Homes 1001 – 1500 square feet with 2.5 or less bathrooms **\$125** (additional baths \$15 each)

Homes 1501 – 2000 square feet with 2.5 or less bathrooms **\$140** (additional baths \$15 each)

Call us for quotes for homes larger than 2000 square feet.

****these rates are for general move out cleaning (carpets will be vacuumed only no steam cleaning/stain removal). If there is excessive mold/mildew/grease/etc extra charges will be assessed. All personal belongings and trash should be removed by resident. Cleaning will be done following vacate date.**

Office Use:

Received by: _____ Date: _____