

TENANT'S NOTICE TO VACATE TO MONROE PROPERTIES

Today's date: _____ Address: _____

Notice to Terminate Lease and Vacate Leased Premises: The lease contract for the above premises ends on _____ (please refer to your lease or latest renewal for the date); we understand that we are responsible for payment of the rent until this date. We will be physically vacating the leased premises on _____ and we authorize Monroe Properties to access the premises, remove any abandoned property, and prepare them for re-rental as of such date.

Security Deposit : We understand that we are to pay our last month's rent, and that the purpose of our security deposit is to satisfy any damages or unpaid balances at the end of our tenancy. Please distribute the balance of these funds as follows (check one):

- Please refund the balance of our security deposit to each one of us (residents AND cosigners) in equal parts, and mail to the addresses indicated below.
- Please dispose of our security deposit in the following manner: _____

If moving early and re-renting to another party (complete only if applicable): We will be vacating our apartment early and hereby request that you attempt to re-rent the apartment to somebody else. We understand that we are still responsible for payment of the rent until our lease expires, or until an approved replacement tenant is in place (which approval is at Landlord's sole discretion). You have our express authorization to access and prepare the apartment for rental, including the disposal of abandoned property, and to rent the apartment to a third party as of _____ and we request that you place our premises on your maintenance schedule for turnover. We agree that if we change this date within 2 weeks of the requested date we will be assessed a \$300 rescheduling fee. We also understand that you may not find a replacement tenant and that we should attempt to rent the premises independently. Should we decide to sub-lease our premises ourselves, we understand that we must first obtain Landlord's written consent to do so. Any subleases lacking Landlord's written approval of the sub-lessor will be null and void.

Inspection/Abandoned Property: You have the right to be present at the check-out inspection of the rented premises. Per Virginia law, to be present you must make a written request to Landlord, and Landlord will notify you of the inspection time, which will occur within 72 hours of termination of the tenancy. **To make the inspection request please submit a work order via Monroe Properties' website.** Should you fail to make the request, Landlord will proceed with the turnover without tenant being present. Any items of personal property left in the premises will be considered abandoned and disposed of after 24 hours of tenant's notice to vacate date.

Signatures: VERY IMPORTANT: All parties to the lease must sign this document for this notice to be valid.

NOTICES TO SHOW YOUR PREMISES WILL BE SENT VIA EMAIL. PLEASE PRINT YOUR EMAIL ADDRESS CLEARLY.

~~~~ ANY CHANGES TO THIS NOTICE MUST BE MADE IN WRITING. VERBAL NOTICES ARE NOT BINDING ~~~~

|          | Name              | Signature | Forwarding address and phone number |
|----------|-------------------|-----------|-------------------------------------|
| Tenant 1 |                   |           |                                     |
|          | Email (Required): |           |                                     |
| Tenant 2 |                   |           |                                     |
|          | Email (Required): |           |                                     |
| Tenant 3 |                   |           |                                     |
|          | Email (Required): |           |                                     |
| Tenant 4 |                   |           |                                     |
|          | Email (Required): |           |                                     |

**Please help us improve our service:**

|                                               |                                               |                            |                          |                          |                          |
|-----------------------------------------------|-----------------------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Reasons for moving:                           | <b>Please rate the following:</b>             | Poor                       | Fair                     | Good                     | Excellent                |
| <input type="checkbox"/> Leaving RVA          | <input type="checkbox"/> Need other unit size | Condition of premises/bldg | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Change in Rent       | <input type="checkbox"/> Maintenance issues   | Maintenance response       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Dislike neighborhood | <input type="checkbox"/> Management issues    | Office staff assistance    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments and suggestions:                     |                                               |                            |                          |                          |                          |

Landlord: \_\_\_\_\_ NTV received: \_\_\_\_\_ By: \_\_\_\_\_ NTV approved: \_\_\_\_\_ By: \_\_\_\_\_

# **MOVE-OUT INSTRUCTIONS**

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## **CLEANING**

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- Without exception, you are required to return the apartment in clean & empty condition. **Cleaning issues are NOT considered ordinary wear & tear under Virginia law, under any circumstances whatsoever.**
  - Regardless of effort, if the apartment is not cleaned to Landlord's satisfaction or has trash or abandoned items, appropriate charges will be deducted from your Security Deposit. If it is necessary for Landlord to clean the apartment, our labor costs will be much more than if the apartment was properly cleaned by the tenant.
  - As required by the rules and regulations, you will be responsible for the cost of a **carpet shampoo or replacement**, which will be performed after you move out, by Landlord.
  - **A CLEANING CHECKLIST IS PROVIDED ON THE OTHER SIDE OF THESE INSTRUCTIONS →**  
**RETURNING KEYS, PARKING PERMITS AND/OR GARAGE REMOTE**
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- Return ALL keys, issued parking permits, and/or garage remote, by **MIDNIGHT** of the last day of your lease, to the rental office at:

**116 East Franklin Street Richmond, Virginia 23219**

- When the rental office is closed, you are required to seal the keys, parking permits, and key fobs in an envelope, with your name, the old apartment address, and your new forwarding address written on the outside, and place the envelope in the rental office Dropbox. **If we are unable to identify your keys you likely will be responsible for the cost of a lock change.**
- If you fail to return your keys you will be considered a "HOLDOVER" and in violation of your lease! "HOLDOVER" Tenants can be responsible for a \$100.00 per day fine, a lock change fee, the cost of alternate lodging for displacing the new Tenant, legal fees as allowed by law, and any additional expenses incurred if you fail to move out on time! Please make certain you move-out on the correct date.
- **TRASH ENCLOSURES/DUMPTERS ARE NOT TO BE USED FOR DISPOSAL OF UNWANTED ITEMS. DO NOT THROW OUT MATTRESSES, OLD TV'S, ETC. OR YOU WILL BE ASSESSED A \$100 FEE!**

## **MOVE-OUT INSPECTION**

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- Our Maintenance Dept. will inspect the apartment after the keys are returned to the rental office. They will compare any damage in the apartment with damage listed on the Move-In Inventory & Condition Form that you completed & returned to the rental office when you first moved in. If you failed to return this form you will be responsible for any damages. They will also determine at this time if the apartment was satisfactorily cleaned.
- If you wish to be present during the inspection you must submit a maintenance request at [www.MonroeProperties.com](http://www.MonroeProperties.com) to request to be present during this inspection **at least** two weeks prior to your move-out date.
- **The Maintenance Dept. will perform a move-out inspection at a time they schedule, and they WILL NOT inspect the apartment if you are not completely moved out OR not ready to turn in your keys.** You are encouraged to be present during this inspection. Due to the many scheduling conflicts, the maintenance department cannot reschedule the inspection date and time.

## **UTILITY BILLS**

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- Call your utility providers *at least 2-4 weeks* before your lease is over to make arrangements to take your utilities out of your name on, not before, the last day of your lease. **Utility bills taken out of your name before the last day of your lease will be deducted from your Security Deposit.**
- If DirecTV or Verizon services were included in your lease you must disconnect this service and return internet and/or cable boxes not later than the last day of your lease. Should this not happen, you will incur late charges.

## **SECURITY DEPOSIT REFUND**

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- You must submit your new address to the Landlord's rental office, *in writing*, so we are able to mail your security deposit refund and/or statement of charges within 45 days after your lease expires, in accordance with Virginia Law. **Questions or disputes over move-out charges deducted from the security deposit should be submitted in writing for review and to the director of maintenance Graham Secret at [Graham@MonroeProperties.com](mailto:Graham@MonroeProperties.com).**
- Tenants and their Occupants must contact the U.S. Postal Service to forward their mail *before* vacating the apartment. *It is not the Landlord's responsibility to forward your mail.* To complete a change of address form online, please visit: [www.usps.com/umove](http://www.usps.com/umove)

# **CLEANING CHECKLIST**

**IF APARTMENT IS NOT CLEANED TO LANDLORD'S MINIMUM STANDARDS  
TENANT MAY STILL BE CHARGED FOR ANY NECESSARY CLEANING!**

## **ALL ROOMS:**

- CLEAN OUT ALL CLOSETS & WIPE DOWN SHELVES
- REMOVE COBWEBS
- WIPE DOWN AND CLEAN BASEBOARDS, DOORS & DOOR FRAMES
- CLEAN HANDPRINTS & OTHER MARKS FROM WALLS
- CLEAN ALL FLOOR / WALL / CEILING VENT COVERS
- CLEAN LIGHT SWITCH & ELECTRICAL OUTLET COVERS
- CLEAN LIGHT FIXTURES
- CLEAN CEILING FANS & FAN BLADES
- CLEAN WINDOWS, WINDOW SILLS & TRACKS
- CLEAN DRAPERIES AND/OR WINDOW BLINDS
- REPLACE ANY BURNED-OUT LIGHT BULBS
- REPLACE DEAD SMOKE DETECTOR BATTERIES
- REMOVE ALL PAPER TOWEL HOLDERS, ADHESIVE HOOKS, CEILING HOOKS, MOUNTED MIRRORS, ETC
- SWEEP/MOP ALL HARDWOOD/VCT/TILE/LAMINATE/ FLOORS
- VACUUM CARPET & EDGES BY BASEBOARDS
  - DO NOT SHAMPOO CARPETING. LANDLORD WILL ARRANGE TO SHAMPOO CARPET AFTER YOU VACATE.

## **KITCHEN:**

- CLEAN STOVETOP, CONTROL PANEL & DIALS
  - SCOTCH-BRITE COOKTOP CLEANER RECOMMENDED FOR HEAVILY SOILED GLASS-TOP COOKING SURFACES
- CLEAN OVEN: WALLS, RACKS & BROILER PAN
  - IF EQUIPPED: DO NOT USE SELF CLEANING FUNCTION WITH SPRAY-ON OVEN CLEANER
  - WHEN USING SPRAY-ON OVEN CLEANER CAREFULLY FOLLOWING DIRECTIONS ON CAN AND CLEAN ANY REMAINING CLEANING RESIDUE TO PREVENT CORROSION
- CLEAN INSIDE & OUTSIDE SURFACES OF MICROWAVE AND UNDERSIDE FILTER
- DEFROST REFRIGERATOR & REMOVE WATER
  - DO NOT UNPLUG REFRIGERATOR WHICH CAN DAMAGE COMPRESSOR, AND WORSEN FOOD ODOR
- CLEAN INSIDE REFRIGERATOR & FREEZER
  - REMOVE ALL RACKS, SHELVES AND DRAWERS, AND THOROUGHLY CLEAN ALL SURFACES
- CLEAN INSIDE & WIPE DOWN FRONT OF DISHWASHER

- WIPE DOWN ALL WOODWORK IN KITCHEN
- CLEAN PANTRY & WIPE DOWN SHELVES
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB VINYL FLOOR
  - DO NOT OVERUSE CLEANING SOLUTION AND WATER, USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## **BATHROOM(S):**

- CLEAN BATHTUB, SHOWER WALLS & FIXTURES
- THOROUGHLY CLEAN TOILET INSIDE & OUT!
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN MIRROR & MEDICINE CABINET
- CLEAN SOAP DISHES & WIPE DOWN TOWEL BARS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB FLOOR
  - DO NOT OVERUSE CLEANING SOLUTION AND WATER, USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## **MISCELLANEOUS (IF APPLICABLE):**

- REPORT KNOWN MAINTENANCE ISSUES IN NEED OF REPAIR TO LANDLORD **BEFORE MOVING OUT**
- REMOVE PROPERTY FROM DECK OR PATIO & SWEEP
- REMOVE PADLOCK AND CLEAN OUT STORAGE UNITS
- EMPTY & SWEEP OUT GARAGE
- REPLACE ANY BURNED-OUT LIGHT BULBS IN GARAGE AND/OR GARAGE REMOTE / KEYPAD BATTERIES
- AFTER EVERYTHING IS MOVED OUT AND CLEAN, WALK THROUGH APARTMENT ONE LAST TIME TO ENSURE NO AREAS ARE MISSED AND NO PROPERTY IS LEFT BEHIND IN CABINETS, DRAWERS, CLOSETS, ETC.