



The Property Management Firm
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www.ThePMFirm.Com
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TENANT THIRTY (30) DAY WRITTEN NOTICE TO VACATE

Current Date: _____ Reason for Moving: _____

Current Rental Property Address: _____

Mailbox Number is: _____ Parking Space # _____ Gate Code # _____

Forwarding Address: _____

I (we), named here and all others in possession (please print tenant names below),

do hereby give notice to vacate the rental property stated above. I (we) understand that we are responsible for thirty (30) days of rent from the 1st day of the last month of residency. **Verbal or undelivered notices are not valid. Deposits cannot be used to pay rent the last month we occupy the property.** If other occupants still reside at the property, then I (we) agree and understand that we will not be receiving any portion of the deposits back until after the last occupant moves out. Once Notice is received the tenants are aware that THE PM FIRM may show the property to others – have vendors visit - providing reasonable notice is given. I (we) will be completely moved out and will turn all keys, pool passes, mailbox keys, garage remote controls, gate openers, and other loose property items in tenant's possession in at the final walkthrough with a PM FIRM Agent/and not leave them behind at the property on the MOVE OUT date (filled in here): _____. I (we) will leave all utilities on at the property until the day after the scheduled walk through and understand that there may be a charge if utilities are not on. **If keys are not returned the tenants understand that they may be charged prorated rent for each day until the keys are turned in.** Any changes to the move out date must be submitted in writing and approved by Landlord as other plans for the property (new tenants) may be in place. Any of the tenant's items left behind at the property, including vehicles, will be considered abandoned and labeled as trash and may be disposed of or used in any manner by Landlord or their agents. All appliances, shelving, alarm systems, window

coverings, and owners' other items known as fixtures shall remain at the property. ***Giving notice to any agent or 3rd party outside of the office shall not be valid.*** Tenants understand that their forwarding address must be in writing or any deposit refunds will be sent to the tenant's last known address, which is the actual rental property named above.

The undersigned agree to all the above:

Resident Signature

Date

CHECKOUT INSPECTIONS Call Debra Fonseca FOR APPOINTMENT @ 702-556-6949

All of your furniture & personal items must be removed from the house before an inspection can be made. You may not stay in the home after the inspection is completed. All house/mailbox keys, gate and or garage remotes must be given to Debra at the time of inspection. You will be charged for missing items. If you hire someone to clean your unit, please give them this checklist. PLEASE:

1. Remove all personal items and trash from the house, garage and yard.
2. Clean all appliances thoroughly (refrigerator, oven/range & under range top, dishwasher, washer/dryer, microwave, etc.) Including underneath.
3. Clean & disinfect the bathroom(s) & kitchen thoroughly. All cupboards, shelving, pantries, closets must be wiped out and wiped down. (Don't forget the vanity.)
4. The carpets must be shampooed professionally. We must see a copy of the invoice. We have vendors that we can recommend. If you have had pets, tell your carpet cleaner. They have special solutions and techniques to remove the smell. If it still has a pet odor at inspection, we will have them redone and you will be charged.
5. Strip all floors of wax. Remove stains and marks. Don't forget the driveway, garage floor or any place vehicles have been parked.
6. Wash walls carefully; pay special attention to areas around light switches, hallways, and doorways. In the case of using touch-up paint kits make sure you apply the proper paint. Semi vs. Flat
7. Clean all windows & sliding glass doors (inside & outside), windowsills, tracks & blinds. Please make sure all screens are secured.
8. Dust all light fixtures, ceiling fans & pot shelves.
9. Repair or have repaired any damage you or your pets have caused. It will be less expensive for you if take care of the damages yourself.
10. All utilities must be left on until the check-out inspection has been completed. 11. Replace all burned out light bulbs. Replace the A/C filter and any other appliance that requires a filter. Replace the salt in the water conditioner if applicable.
12. Freshly mow the lawn, trim the bushes/trees & remove the weeds. Arrange rocks so the tarp is not showing. Clean out flowerbeds. Check sprinkling system.
13. During your inspection, please let the inspector know of any problems or repairs you know of.
14. You are charged rent up to the time you return the keys to Debra Fonseca or our office.

Updated 01/11/2019 THANK YOU FOR YOUR COOPERATION!