

**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 at least 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. The security deposit will be refunded in equal parts to those individuals check-marked in the signature-box below.

**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 therefore also 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.

**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 which are left in or about the Premises, after Tenant(s) vacate the Premises will be considered abandoned property and will be disposed of by Landlord, at Tenant's expense, in accordance with the Virginia Landlord Tenant Act

**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<br><input type="checkbox"/> to receive security deposit refund. |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 2<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 3<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 4<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |

**Please help us improve our service:**

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

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

## MONROE PROPERTIES ~ MOVE OUT GUIDELINES

### Cleaning

Your leased premises must be returned in a clean and empty condition. Cleaning issues are NOT considered ordinary wear and tear. If the premises are not cleaned to Landlord's satisfaction or if they contain trash or abandoned items, appropriate charges will be deducted from your Security Deposit. Please be advised that if it becomes necessary for Landlord to clean the premises, labor costs will be considerably higher than if the apartment was properly cleaned by the tenant. For your convenience, a cleaning checklist is included below. **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! ALL BOXES MUST BE BROKEN DOWN AND PLACED WITHIN THE DUMPSTER.**

### Return of keys, fobs, pass cards, and parking permits

By MIDNIGHT of the last day of your lease, please return ALL keys, fobs, pass cards, parking permits, and/or garage remotes, to the rental office at: 116 East Franklin Street Richmond, Virginia 23219. If the rental office is closed, please seal the keys, parking permits, and key fobs in an envelope, with (1) your name, (2) the old apartment address, and (3) your new forwarding address written on the outside, and place the envelope in the rental office drop-box located on the corner of Franklin and Second Streets. Please note that if you do not return your keys or we are unable to identify them, you will be responsible for the cost of replacement keys or a lock change. If you fail to return your keys by the expiration of your lease you will be in violation of the contract and subject to the HOLDOVER provision of your lease, which assesses a \$100.00 per day penalty, 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 avoid this situation by communicating with management staff if you for see any changes in your moving plans.

### Move Out Inspection

Our Maintenance Dept. will inspect the leased premises after the keys are returned to the rental office. They will compare any damage in the apartment with damages listed on the Condition Form that was supplied to you when you first moved in. 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, but 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. The maintenance department cannot reschedule an inspection date and time.

### Utilities

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 Cable services are included in your rent, you must contact the appropriate provider for instructions for disconnecting service and returning equipment. This must be completed prior to your lease end date, or you will incur late charges.

### Security Deposit Refund

In accordance with Virginia Law, your security deposit refund or a statement of charges will be mailed within 45 days of your lease expiration date. If your forwarding address has changed from your Notice to Vacate form, please submit the new address in writing to Monroe Properties at [rentals@monroeproperties.com](mailto:rentals@monroeproperties.com). Residents must contact the U.S. Postal Service to forward their mail before move-out. 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 AND RECOMMENDATIONS

### **ALL ROOMS:**

- Clean out all closets and wipe down shelves
- Remove cobwebs
- Wipe down and clean baseboards, doors and door frames
- Clean handprints and other marks from walls
- Clean all floor / wall / ceiling vent covers
- Clean light switch and electrical outlet covers
- Clean light fixtures
- Clean ceiling fans and fan blades
- Clean windows, window sills and tracks
- Clean draperies and/or window blinds
- Replace dead smoke detector batteries
- Remove all adhesive hooks, ceiling hooks, mounted mirrors, etc
- Sweep/mop all hardwood/vct/tile/laminate/ floors
- Vacuum carpet and edges by baseboards. Ensure carpets are cleaned to a professional standard.

### **BATHROOM(S):**

- Clean bathtub, shower walls and fixtures
- Thoroughly clean toilet inside and out
- Clean cabinet doors and shelves
- Clean and wipe out all drawers
- Clean mirror and medicine cabinet
- Clean soap dishes and wipe down towel bars
- Clean sink and faucet fixtures
- Wipe down all counter tops
- Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- Mop / scrub floor - do not overuse cleaning solution and water, use clean mop water to avoid leaving the floor sticky

### **KITCHEN:**

- Clean stovetop, control panel and dials - scotch-brite cooktop cleaner recommended for heavily soiled glass-top cooking surfaces
- Clean oven: walls, racks and broiler pan. If equipped: do not use self cleaning function with spray-on oven cleaner. When using spray-on oven cleaner, carefully follow directions on can and clean any remaining cleaning product residue to prevent corrosion
- Clean inside and outside surfaces of microwave and underside filter
- Defrost refrigerator and remove water. Do not unplug refrigerator which can damage compressor and worsen food odor
- Clean inside refrigerator and freezer. Remove all racks, shelves and drawers, and thoroughly clean all surfaces
- Clean inside and wipe down front of dishwasher
- Wipe down all woodwork in kitchen
- Clean pantry and wipe down shelves
- Clean cabinet doors and shelves
- Clean and wipe out all drawers
- Clean sink and faucet fixtures
- Wipe down all counter tops. Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- Mop / scrub vinyl 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/ patio and then sweep
- Remove padlock and clean out storage units
- Empty and sweep out garage

**Note: If leased premises are not properly cleaned, Tenant may still be charged for any additional cleaning that is required.**