

AUSTIN LANDMARK PROPERTY SERVICES, INC.
P.O. BOX 202344
AUSTIN, TEXAS 78720
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PLEASE READ THE BACK OF THIS FORM BEFORE COMPLETING IT AND TURNING IT IN.

30 DAY NOTICE TO VACATE
(MUST BE TURNED IN ON THE FIRST DAY OF THE MONTH)

DATE: _____

Dear Austin Landmark Property Services, Inc.:

You are hereby notified that the undersigned lessee(s) intend(s) to terminate the rental lease contract for the premises located at:

STREET ADDRESS: _____ UNIT: _____

CITY: _____, TEXAS ZIP: _____

ON (DATE MOVING OUT): _____

EXPIRATION DATE OF RENTAL LEASE CONTRACT: _____

REASON FOR MOVING:

FORWARDING ADDRESS FOR RETURN OF DEPOSIT (REQUIRED):

ALL KEYS, REMOTE CONTROLLERS, ACCESS DEVICES, AND POOL KEYS MUST BE RETURNED TO OUR OFFICE WITHIN 24 HOURS OF THE TERMINATION OF THE CONTRACT OR YOU WILL BE CHARGED FOR THEM. WE HAVE A 24 HOUR DROP SLOT IN OUR OFFICE DOOR FOR YOUR CONVENIENCE.

LESSEE

LESSEE

PHONE _____

PHONE _____

ALT. PHONE _____

PLEASE NOTE, THAT AS PROVIDED FOR IN THE LEASE, YOUR HOME MAY BE SHOWN TO PROSPECTIVE RESIDENTS.

(FOR OFFICE USE)

DATE OWNER NOTIFIED: _____

PROPOSED RENT: _____ AD DATE FOR: _____

THIRTY DAY NOTICE INSTRUCTIONS

Your 30 day notice must be **RECEIVED** in our office by the first of the month and at least 30 days prior to you vacating the property. You may not give notice in the middle of one month and move in the middle of the following month (even though it is 30 days) unless your lease specifically authorizes you to do so. If this requirement is not satisfied, you will be charged a reletting fee regardless of how many days the notice is late.

Even if your circumstances require you to move before the end of the month, you must pay the full month's rent without proration. Should a new resident move in during the month for which you have paid, the rent will be prorated back to you when we disburse your security deposit.

If you are breaking your lease during any period of the initial lease term, the lease renewal, or the lease extension period, you will automatically owe a reletting fee. We will be glad to advertise your property for lease after this fee is paid in order to reduce your rental charges. Tenants are responsible for paying the rent up until the property is released and a new tenant has taken possession. We cannot assist you in releasing the property until the reletting fee is paid. It is usually equal to one month's rent.

After you move, we have 30 days to return your security deposit disposition and to account for any deductions. We must have your forwarding address in writing. If you do not know your forwarding address at the time of filling out this form, please send it to us as soon as you have it.

If our office can assist you with finding another home or with your future housing needs, please give us a call and we will be glad to assist you.

MOVEOUT CLEANING GUIDELINES

Carpets will be professionally cleaned at your expense by our vendor after you move out: residents cannot choose the vendor.

Residents agree that the following items will be cleaned upon their vacating or deductions from their security deposit will be made for said cleaning:

- In general, remove oils, grease, hair, dirt, sediment, dust and any buildup of foreign matter from all surfaces of the premises. Clean floors, windows (in and out), sills, wall shelving, cabinets, sinks, commodes, bathtubs, showers, and any shower doors, tracks and ledges. Clean oven, stove, burner drip pans (replace if beyond cleaning), broiler pan, stove vent filter and fan, and backsplash. Clean light fixtures, mirrors, doors, fireplace, entries, patios, garage and/or carport, and storage areas. Helpful tip: You can use some type of cleaning magic eraser to clean fingerprints and grime from around frequently used light switches or small furniture scuffs on walls, etc. They work great.
- Replace air conditioning filter (or clean if permanent filter). If left dirty, you will be charged for the filter and possibly charged to clean the A/C coils.
- Remove all personal belongings and trash. Make arrangements to have all your trash and garbage picked up BEFORE you leave. You will be charged if we have to haul it away. Garbage containers should be secured away from the street.
- Mow front and back lawns (if responsible under the lease). Clean the yard of any trash or debris. Also, all flower beds should be free of weeds and the yard must be mowed and trimmed within three days of move out. Any grass or shrubs that were damaged by pets, cars, lack of watering or care will be your responsibility.
- If a pet has been kept on the premises, the property will be treated for fleas and flea eggs and all pet droppings must be removed.
- All interior and exterior light bulbs must be in working order. Replace nonworking bulbs with similar types of bulbs that are the correct wattage.
- All keys and garage door remotes (if applicable) must be returned to our office on the designated move out date. Failure to return keys and remotes will result in a deduction from your security deposit. Failure to return keys on the designated day will result in additional rent charges.
- Clean oil or grease from garage floor and driveway.
- Please DO NOT fill holes in your walls with spackle. We have had to completely repaint interiors that were in good shape after tenants attempted to fill holes. Also, do not attempt to spot paint any walls as paint rarely matches when it becomes old, and this generally leads to us having to paint an entire room or house. All repainting of this type will be at the tenant's expense.
- Pursuant to your lease agreement, leave all utilities on through the end of your lease term regardless of whether you vacate sooner.