

GARDEN SPOT RENTAL ENTERPRISES, LLC

NOTICE OF INTENT TO VACATE

TENANT SIGNATURE: _____

DATE: _____

CURRENT ADDRESS: _____

PHONE: _____

I hereby notify Garden Spot Rental Enterprises that I will vacate my rental property on _____, 20____
(month/day)

Reason for Move: _____

Forwarding Address: _____

I **(have) (have not)** completed my lease agreement and **(have) (have not)** given my 30-day notice of intention to vacate on or by the first day of the calendar month. I understand that giving this notice does not relieve me of any liability that I may have under my present lease agreement, and I am complying with the laws of the State of Kansas requiring a 30-day written notice.

There are occasionally some misgivings regarding the reasons owners use in returning security deposits to their Tenants. Some owners use this money as an additional source of income, but they are the exception rather than the rule. We try to be as fair as possible, and have listed our policies below.

- The Tenant(s) must have completed their lease and given a 30-day written notice to the owner by the first of the calendar month of their intention to vacate (per lease agreement). Otherwise, they will lose their deposit in its entirety. This notice is legally binding and the property may be pre-leased any time after this notice is given.
- **WALK THRU INSPECTION** - The property will not be inspected by the owner and/or staff until the Tenant(s) has vacated the premises and returned the key(s). The owner and/or staff will not complete a walk-through inspection with the Tenant(s).
- **KEYS** – The property key (& laundry key if applicable) must be returned immediately upon vacating to avoid additional fees.
- **CLEANING** – The Tenant must clean each kitchen appliance thoroughly (inside, outside and the floor underneath). The owner and staff will be responsible for determining the cleanliness of the appliances and will charge for any cleaning required. Tenants must remove all hooks, furniture, boxes, rugs, curtains, coat hangers, trash and other personal items, and clean the apartment (including closets) thoroughly. Additionally, all cabinets, shelves, vanity/counter tops, plumbing fixtures, window sills and vent covers should be wiped clean.
- **ELECTRICITY** – The Tenant will be charged a \$20.00 connect fee so Landlord can properly clean and complete a thorough inspection of appliances. **Refrigerator must be left unplugged with doors open to avoid odor & mold issues.** Otherwise, you could be charged for the cost of replacement.
- **FURNITURE/TRASH & PAINTING** – The Tenant will be charged a fixed rate per hour for any furniture/trash removal, cleaning, and/or painting to prepare the property for the next tenant, if applicable.
- **HOLE PATCHES** – The Tenant is discouraged from painting over holes or patches since the paint may not match the existing finish on the walls (unless you contact our office to confirm paint color).
- **CARPETS** – If tenant has resided in the property for a minimum of 6 months, the owner will automatically have the carpets professionally cleaned at the tenant's expense. However, the tenant may choose to professionally clean their own carpets, but they must provide proof of this expense at the time of move-out. The owner still reserves the right to professionally clean the carpets at the tenant's expense if they still appear to be dirty.
- **DAMAGES** – Any damage or theft done to the property or its furnishings will also be charged against the Tenant's deposit. Cigarette burns, carpet stains, or broken/missing windows or screens will be assessed on individual basis. Deductions from the security deposit will be made if repairing, replacing, cleaning, or painting need to be done to the property beyond what would be caused by normal wear and tear.
- **DEPOSIT SETTLEMENT** – The owner will review & approve any necessary deductions from the Tenant's deposit. The settlement of the deposit will be sent via mail to the forwarding address provided above. Please allow 2-4 weeks for processing.

It is not our objective to keep your security deposit. We sincerely hope you will take great care of our property and do everything you can to prepare it for the next Tenant.

