

Sundial Real Estate
 263 West 3rd Place
 Mesa, Arizona 85201
 www.SundialAZ.com

30 DAY NOTICE TO VACATE

I/We the undersigned residents: _____ of Apartment # _____ at the address of _____ hereby give **Thirty (30) Written Notice to Vacate** the premises at the above address.

Today's Date: _____/_____/_____

Current lease expiration date: _____/_____/_____

Move out date: _____/_____/_____

Reason for Moving: _____

It is understood and agreed that this Notice to Vacate does not release the undersigned from any obligation listed under the Lease Agreement, including but not limited to the rental amount for the full term of the lease, repayment of any move-in special or discount, or repairs of damages to the premises caused by the resident. **DON'T FORGET to cancel your auto pay for rent on the Resident Portal**

AT THE TIME YOU ARE VACATING THE APARTMENT:

- 1) The apartment must be left in clean rentable, undamaged condition as defined in the attached **SECURITY DEPOSIT REFUND POLICIES**.
- 2) The Owners Representative will base all deductions of the cost of the property to restore your apartment to clean and rentable condition.
- 3) Arrange to meet with the Owners Representative in your apartment/house as soon as you have completely vacated so that a Move Out Inspection may be made.
- 4) Page 4, Section 19 under TENANT OBLIGATIONS UPON VACATING PREMISES: Tenant agrees to pay all costs such as rent, related to not turning over possession of the rental property on day of move out. Tenant shall remain responsible for the security of the Premises until all keys and garage door openers have been physically returned to Sundial Real Estate Authorized Representative. Leaving keys/garage door opener/entry gate opener, etc. in or on the Premises will not be considered returned unless expressly authorized by Landlord in writing.

The Owners Representative must have a forwarding address to send all correspondence.

Forwarding Address: _____

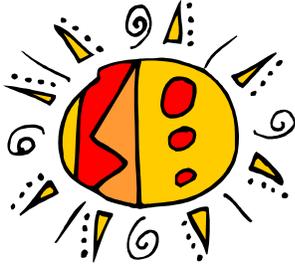
Phone Number: _____

 Resident Signature Date

 Resident Signature Date

 Owners Representative Title Date





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263 West 3rd Place
Mesa, Arizona 85201
www.SundialAZ.com

Office# 480-966-2170

Fax# 480-969-4006

Security Deposit Refund Policies

Step One:

- A) Give the Manager a written notice 30 days on or before the 1st of the month, or on or before the day rent is due. **(DON'T FORGET to cancel your auto pay for rent on the resident portal)**

Step Two:

- A) Replace all missing or burnt out light bulbs.
- B) Clean windows and windowsills inside and out. Also Dust throughout (i.e. ceiling fans, etc.)
- C) Remove your Satellite dish from the property.
- D) Clean oven and range. Be sure to remove all burned spots from oven, range, drip pans and broiler pan. Lift top of range and clean underneath drip pans. Replace drip pans if necessary
- E) Clean all fixtures, electrical wall and switch plates, chrome, tub, shower, basin, toilet, sinks, medicine cabinets, mirrors, lights, doors and exterior storage.
- F) Have carpets professionally cleaned. You will need to provide receipt for the service. Clean All floors.
- G) Clean all vents, exhaust fans, grills, and install new air filter.
- H) Clean all kitchen and bath cabinets, inside and out.
- I) Clean all wood work (doorjamb, baseboards, etc.); doors (remove any stickers, marks, etc.)
- J) Remove all trash inside and outside. Including all trash bins have to be empty. Yards are to be mowed and trimmed. Leaves should be raked and removed, if applicable.
- K) Clean up after all pets; fill in any holes in the yard.

Step Three:

- A) Contact the landlord after completely vacating so that inspection can be made. Utilities should be left on for the inspection. If desired, the tenant may request to be present. ALL keys must be returned prior to the inspection.
- B) There will be a charge for items left undone and for any damage to the property not noted on the move-in inspection sheet. The premises must be left in "rent ready" condition. This will be determined by the landlord at the time of inspection.
- C) Be sure the landlord has a correct forwarding address. A statement will be given after the inspection outlining any deductions from the deposit and a check will be mailed to the forwarding address within 14 business days.