

**NOTICE TO VACATE**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**All notices to vacate must be turned in by the 3<sup>rd</sup> of each month, otherwise you will be fully responsible for the following month.**

Dear Rocky Mountain Property Management, Inc.:

This letter constitutes my 30 day notice to vacate the above-referenced rental unit. I will vacate the property on or before \_\_\_\_\_, 20\_\_\_\_. I understand that I am responsible for cleaning. I also understand that rent accrues until the keys to the rental unit are returned to RMPM, Inc. or the end of my responsibility under the terms of the lease.

Reason(s) for moving: \_\_\_\_\_  
\_\_\_\_\_

Lease Termination Policy

The tenant shall be responsible for returning keys to the RMPM office by **NOON** on the agreed upon lease termination date. Failure to return keys to the office by that date and time will result in a **\$25/hour** fee. Please understand that not returning keys on time can cause delays in getting new tenants moved in.

Carpet Cleaning is required under the terms of your lease.

- [ ] I will arrange for carpet cleaning from an insured and competent cleaning company to be completed prior to my lease termination date and turning in keys. A receipt for carpet cleaning must be provided when keys are turned in. If, in our opinion, your contractor does not do a good job of cleaning, you must arrange for and follow-up on holding your vendor accountable to our satisfaction. **BE CAREFUL WHO YOU HIRE!**
- [ ] I authorize RMPM to arrange for carpet cleaning on my behalf. I also understand that the cost may increase if there is heavy soil or pet odor/stains in the carpet.

Contact Information

- [ ] I have an answering machine on my telephone to receive messages for showings.
- [ ] I do not have an answering machine but will allow showings without notice.

Lease Termination Information – if you have not fulfilled the term of my lease you will be responsible for rent until the end of the lease or the unit is re-rented, whichever is shorter, advertising costs, utilities, lawn mowing/watering/snow removal, and the re-leasing expense.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant