



Acacia Court Apts
NOTICE OF INTENT TO VACATE

Table with 2 columns: Property Name: Acacia Court Apts, Property Address: 4707 12th Ave NE, Owner/Agent (Landlord): Lorig Management Services - 4707 12th Ave NE, Seattle, WA, 98105, Resident(s):

This is to advise that I/We (above Residents) will vacate apartment # _____ on the last day of this month or _____. I understand you may need to show my apartment to prospective Residents and I give my permission to show by initialing here: _____

I understand that in giving this notice, it is for the purpose of having you offer the apartment for rent and to give you a definite date when a new Resident will be able to take possession (move-in). The failure to vacate and turn into the office all keys on the agreed listed date can subject me to liability for costs incurred by the owner and new Resident. In giving this notice I am not relieving myself of any liability that I may have under my present lease agreement or in accordance to Washington State Laws including, but not limited to, payment of rent and utilities through the full term of my lease agreement obligation and repayment of move-in specials if I am breaking my lease

I further agree that I will leave my apartment in a good and clean condition, as I was given it upon move-in, or agree to be charged for all cleaning and damage charges. I also agree that if I do not schedule a move-out inspection to be done with the Manager or Assistant Manager during business hours on, or before, my move-out date, that I will not be able to dispute any move-out charges for damage or cleaning

Reason for Vacating:

Forwarding Address:

Phone Number: (____) _____

Email Address: _____

* All adult Residents must sign before this will be accepted.

* This notice must be given to the management office 20 days prior to the end of the month if it is the end of your lease term or 20 days prior if you are month-to-month. If you occupy on the first or any day of the month you will be held rent responsible for the full month in accordance with Washington State Landlord Tenant Laws.

Table with 3 rows for signatures: Resident (print), Signature, Date. Landlord (print), Signature, Date.

Date Received: _____

Move out check-list

Prior to your move out

- submit notice to vacate at least 20 days prior to your move out date. Turn this into the Acacia Court office.
- contact any additional services such as Comcast or Qwest to cancel your services
- submit a forwarding address to the United States Postal Service either online, www.usps.com, or at the nearest Post Office (University Avenue)
- schedule a move out inspection with the office if you would like to be present during the inspection. *Keep in mind you cannot dispute any issues if you are not present for the inspection.*

During your move out

- clean your complete apartment
 - Bathroom (clean toilet, bathtub, sink, cabinets, and floor)
 - Living area (clean desk, closet, fridge and microwave, vacuum floor)
 - clean out kitchen locker and remove all food items and appliances*Failure to complete any of the above may result in cleaning charges*

The last things you should do

- Move out inspection if you scheduled one (apartment has to be completely empty)
- Turn in your keys (your last day of occupancy will be the day you turn in all your keys. If you have lost a key please submit a note indicating which key is missing. You will be charged for missing keys). Failure to turn in your keys by your scheduled move out date will result in additional charges.
- We will turn off your electricity and Seattle City Light will forward your last bill.

Thank you for making Acacia Court your home, best wishes in the future!