

Notice of Intent to Vacate

(Property Name)

Date of Notice: _____ Time: _____ Unit #: _____

Resident Name(s) (Please Print): _____

I/WE the RESIDENTS of the above home, hereby give you this full 60-day notice as per the lease agreement that I/WE intend to vacate the home on the _____ day of _____.

1) Type of Apt. _____ 2) Lease Start Date _____ 3) Lease End Date _____

I/WE HAVE COMPLETED THE TERM OF OUR LEASE AGREEMENT.

I/WE HAVE NOT COMPLETED THE TERM OF OUR LEASE AGREEMENT.

I/WE are vacating our home because _____

Forwarding Address _____

Phone Number _____

This document also serves as a reminder that as stated in your signed Lease "After the Tenant has given notice of intent to move, the Tenant agrees to permit the Landlord to show the unit to prospective Tenants during reasonable hours, and or, to display "For Rent" and similar signs." We will give you at least twenty-four (24) hours' notice of our intent to enter. I agree that any items left in my apartment after I vacate the premises may be disposed of in whatever manner the management deems appropriate. I am aware the items will be inventoried and photographed and that I may be billed for the removal of such items.

Resident Signature

Manager Signature

Date Received

**This notice must be received before the 1st day of the month or it is not considered a full 60-day notice as per your lease agreement.*



2017 Walk-Through Guidelines

To be ready for your walk-through, your belongings need to be moved out and the cleaning must already be done. KLC Property Management will contact you for your walk-through at least one week in advance to avoid schedule conflicts. To be ready for your walk-through, all your belongings must be moved out of the property and the cleaning complete. Walk-throughs will be made during the hours of 8:30 AM – 4:00 PM Monday – Friday. It is to your advantage to be present at the walk-through. All leases expire at noon on the lease expiration date.

Preparing for your Walk-Through

1. Rent must be paid in full.
2. Empty your unit of all personal belongings.
3. Your unit should be cleaned using the KLC Property Management Walk-Through checklist. Cleaning must be completed prior to the time of the scheduled walk-through or charges may apply.
4. Utilities which you are responsible for must be left in your name until your lease expires. This means if you leave a day or two early, you must have the meter read the day following the last day of your lease. Please contact utilities for final reading at the end of your lease term. Do not have utilities disconnected. Have service taken out of your name.
5. All light bulbs must be working, all smoke detectors must have batteries and a new furnace filter in place.

Cleaning the Carpets

The carpet must be professionally cleaned. (No rug doctors, extraction method only). A receipt noting the rental property address must be provided at the time of walk-through. May-August and December are peak periods for most carpet cleaning companies. You should plan accordingly and schedule your carpet cleaning appointment in advance. Cleaning the carpet is the last item done before walk-through, since placing furniture on wet carpet may leave dents and dirty marks and may require you to re-clean. Failure to have carpets cleaned on or before your move-out inspection date may result in additional costs charged by the carpet cleaning companies for same day service.

Preferred KLC Property Management Vendor: Complete Carpet Care 515-277-2005

General Information

All keys, house keys, security door keys, mail keys and garage door openers must be returned at the time of the walk-through. Any keys not returned at the time of the walk-through will result in a lock change charge at your expense. (Deposits are returned within thirty (30) days after your lease obligation has been fulfilled with satisfaction of all rent and other charges and after the final walk-through inspection). Be sure to leave a forwarding address with the office. Fill out a change of address form with the Post Office so that your mail will be forwarded to your new address.

Walk-Through Checklist

Tenants are required to provide a 60 day “Notice To Vacate” using the online form provided on the KLC Property Management website: www.klcpropertymanagement.com

(Click on Tenant Tab, click on Notice to Vacate.)

Landlord will charge Tenant for cleaning and repairs Tenant has not done prior to move out.

1. Tenant must leave unit in as good a condition as when Tenant moved in to avoid charges.
2. Landlord will charge Tenant for hauling away any items such as: cars, furniture, toys, clothing, trash, etc., left on premises by Tenant.

The following is a schedule for fees that will be charged for lease modifications, lock charges, pet charges and violations:

- \$ 50.....Applications Fee (\$50 per person)
- \$ 50.....Non-Sufficient Funds Check
 - Late Fees (rent is due on the 1st of each month and late on the 4th)
 - Late fees charged on the 4th day
- \$ 60.....Late fee -Rents up to \$700
- \$100.....Late fee – Rents \$701 and above
- \$150.....Month-to-Month Occupancy (in addition to current rent)
- \$150.....Sublease Fee (new tenants must be screened)
- \$100.....Lease modifications
- \$ 25.....Rental Reference
- \$ 75.....Locked Out Fee
- \$ 10.....Key Replacement/Lost Keys (\$10 each)
- \$200.....Lock Change (when requested by Tenant) (Plus hardware)
- \$200.....Unlawful lock change fine (Without approval or key supplied to Landlord)
- \$ 75.....Utilities Fine (failure to set up on lease start date or maintain in Tenant’s name)
- \$ 75.....Garage Door Replacement Transmitter
- \$ 75.....Notice of lease violation – rental code or lease terms
- \$ 75.....Code Violations (HOA rules, City Ordinances, etc.)
- \$500.....Unapproved pet fee fine
- \$500.....Unapproved roommate/occupant fee fine
- \$ 75.....Maintenance (at tenant request) if caused by tenant (per hour)
- \$125.....Maintenance request (after hours) if caused by tenant (per hour)
- \$ 25.....Personal Service of Legal Notices
- \$ 75.....No Show for Maintenance or Inspection Fee
- \$ 50.....Administrative Set Up Fee

It is suggested to clean all the rooms below first and then clean the kitchen and bathroom last.

Living room, dining room, bedrooms, entry, hallway, stairways and porches:

1. Sweep cobwebs down from ceilings, walls, drapes.
2. Wash all hand-prints and any other marks or dirt from the walls, woodwork, doors, stairways, light switches, windows and glass surfaces.
3. Wipe down woodwork, baseboards, and closet and cupboard shelves. Consider waxing unpainted wood unless it's to be painted. Clean all registers and cold air returns.
4. Check for broken windows, missing screens, doorknobs, window locks. Check for any noticeable leaks in toilets, tub/shower, sink and faucets. Make a list of items broken or in need of repair.
 - a. Give landlord a copy of your list.
 - b. Landlord and Tenant together can make arrangements for the necessary repairs or replacements. Make no repairs without landlord's written approval.
5. Obtain Landlord's written permission before washing curtains or drapes (if they are provided).
6. Clean windows – glass inside/out, frames, sills, ledges and blinds
7. Replace smoke detector batteries, broken or missing curtain rods, etc.
8. Light fixtures – carefully wash fixtures, replace broken, missing or burned-out light bulbs of same wattage as originally furnished.
9. Ceiling fans – dust and wash top of fan blades.
10. If Tenant made small holes in the plaster, patch holes with spackle/dry wall compound. Please do not attempt to touch up paint.
11. Carpets were clean when Tenant moved in and are to be clean when Tenant moves out. Call early for a cleaning date so cleaning can be completed on time – preferably immediately after you have moved out and prior to the move-out inspection, if possible.

Basement, Laundry Room and/or Attic

1. Clean out all trash; put it in approved bags; carry out in time for garbage pickup.
2. Sweep and vacuum the floors. Do not leave anything behind for Landlord to haul away.
3. Call Goodwill or St. Vincent to pick up furniture or other large items. Carry items to curb for pickup. Your city may also have a large-item scheduled pick-up, which you can arrange and pay required fees.

Bathroom

1. Wash woodwork, walls and floors.
2. Scrub sink, tub/shower, tub enclosure, shower doors, track, and faucets.
3. Scrub toilet bowl using industrial strength cleaner and bowl brush. Clean outside of stool also. Scrub floor around stool.
4. Patch small holes with patching compound.

Kitchen

Kitchens can hide more dirt than all of the other rooms put together. Much of this cleaning should be done with a good grease-cutting cleaner such as 409, Fantastic, or Spic N Span ammonia.

1. Wash walls, woodwork, window frames, ledges, sills, doors, baseboards and cupboards thoroughly until all grease is gone.
2. Wash window glass with cleaner containing ammonia.
3. Clean cupboards one at a time. Scrub whole interior; back walls/sides, top/underside of each shelf, doors inside/outside.
4. Scrub tops of any exposed cupboards.
5. Report any issues with appliances, garage disposal, etc.

Clean refrigerator and stove last day before moving.

Refrigerator

1. Pull refrigerator out and vacuum/or sweep/mop dirt and dust balls underneath and behind. Remember to vacuum coils under and/or on the back of the refrigerator. Scrub the sides, top, and back.
2. To clean turn off both refrigerator and freezer.
3. Empty refrigerator and freezer for defrosting.
4. Remove shelves/racks/crisper drawers to wash.
5. If freezer is not self-defrosting and there is a thick ice build-up place a bowl of very hot water in freezer to help melt ice. Do not try to break up the ice with any implement.
6. Plug refrigerator in and turn on controls for both refrigerator/freezer.

Stove/Oven

1. Carefully pull out stove. If gas stove, be wary of breaking gas line. Sweep up and mop the dirt; scrub under/behind. Push stove back in place after floor is dry.
2. Clean burners, drip pans, under burners and inside stove top. If burners are extremely dirty, remove and place with oven racks for cleaning. Use oven cleaner spray.
3. If oven is self-cleaning or continuous cleaning, do not use oven cleaner inside of oven.
4. If oven is not self-cleaning, follow the instructions below.
5. Following items are needed for oven cleaning; rubber gloves to protect your hands, Easy-Off or Dow oven cleaner; plenty of rags and newspapers.
6. Spread newspapers on floor in front of stove.
7. Remove everything from oven – broiler pan, racks side rails, other pans, etc.

Gas Stove

Heat oven to 200 degrees for 10 minutes; shut off; spray heavily with oven cleaner; close oven door. Let stand 15 minutes to soak and cool.

Electric Stove

1. Spray oven heavily with oven cleaner; shut oven door; heat oven to 200 degrees for 10 minutes; shut off, cool.
2. When oven is cool enough to proceed, wash out with a throw-away rag.
3. Wash racks and broiler pan.

Garage/Driveway/Yard

1. Remove all trash and personal belongings from the building including above the rafters.
2. Sweep down cobwebs; sweep floor.
3. Use degreaser to clean oil stains.
4. Pick up trash from yard. Rake areas if necessary
5. Bag refuse and dispose of properly.
6. Mow lawn one last time and pick up any tree branches in yard.

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