

To: Creative Concepts Realty,

I (print name)_____ am giving my 30 Day Notice.

I will be vacating the property located at _____.

I am requesting a walk-through for (date) _____.

Please leave utilities **on** until final walk-through, cleaning & repairs are complete.

My forwarding address will be _____.

With this notice I'm allowing the home to be shown with a 24 hour notice.

Sincerely,

Tenant

Date

Tenant

Date

Best Contact Phone Number for Showing: _____

Letter Given: _____

*****FOR OFFICE USE ONLY*****

Placed on Rental List: _____

Placed on Internet: _____

Owner notified: _____

Sign Put Out: _____

Lease End Date: _____

Deposit Amounts: Security Deposit _____

Cleaning Deposit _____

Pet Deposit Amount _____ Refundable or Non-Refundable



11611 S. Foothills Blvd., Suite A Yuma, AZ 85367 Office: (928)345-3082 Fax: (928)345-3084

Dear Tenant,

Here is a list of items you will want to address regarding the refund of your security, cleaning, and pet deposits. Items you have noted on your Move-In/Move-Out form will be addressed accordingly. Damages will be assessed and charged as needed by hired repair personnel. Schedule your walkthrough when you are completely moved, cleaned, and ready to surrender keys and remotes per rental agreement to our agent. Utilities are to remain **ON** until 1 week after the walkthrough, to ensure cleaning, and repairs are completed. Failure to leave utilities on will result in a \$100 penalty for the electric, and \$150 for both electric and water. Written 30 day notice required, to cover a calendar month, to be received prior to the first of that calendar month. Our office can provide recommendations for service providers to complete your move-out. Please call with any questions.

Exterior:

- 1.) Yard free of weeds & stray grass; Trees, bushes, ground covers, & lawn trimmed.
- 2.) Any plants that have died, replaced.
- 3.) Patios, porches, walkways, and driveways clean and stain-free.
- 4.) Windows and screens clean and without damage.
- 5.) Garage walls, doors, and floor clean and stain-free.

Interior:

- 1.) Light fixtures, ceiling fan blades and light kits clean.
- 2.) Walls clean and all holes repaired and undetectable.
- 3.) All outlet plates clean.
- 4.) Doors and jambs clean.
- 5.) Windows, window coverings, and sills clean.
- 6.) Kitchen:
 - a.) Cabinets clean inside and out.
 - b.) Stove/range top clean inside and out.
 - c.) Range hood clean top and bottom, fan and light operable.
 - d.) Refrigerator clean inside and out, light operable.
 - e.) Microwave clean inside and out.
 - f.) Dishwasher clean inside and out.
 - g.) Garbage disposer free of debris.
 - h.) All counters clean and stain-free.
 - i.) Sinks and fixtures clean and stain-free.
 - j.) Floors swept and mopped, under refrigerator included.
- 7.) Bathroom/Utility Room:
 - a.) Shower/Bath, including fixtures clean and stain-free.
 - b.) Washer/Dryer clean inside and out.
 - c.) Cabinets clean inside and out.
 - d.) Toilet clean inside and out.
 - e.) Sinks and fixtures clean and stain-free.
 - f.) Floors swept and mopped, around toilet included.
- 8.) All closet doors, shelves, and floors cleaned.
- 9.) Carpets professionally cleaned by Mike's Magic Carpet 580-0216.
(Rental machine receipts not acceptable)
- 10.) Baseboards clean and without damage.
- 11.) Furnace/AC & R.O. filters, replaced with new filters, salt in softener