

RESIDENT'S NOTICE OF INTENT TO VACATE

Management:

Liddell's Rentals
1300 Country Club Rd
Paragould, AR 72450

Resident(s):

Property Address:

Forwarding Address:

This letter is to notify you that I will be moving. I intend to move out and vacate the premises no later than 12:00pm on the following date ____/____/20____.

This notice is to provide you with at least **60 days** written notice, as required in the Lease Agreement (unless special arrangements are being requested, which may include an Early Termination Fee, to cancel or terminate the agreement early). I plan to fully cooperate with Management regarding the following (**please initial**):

_____ I understand that my final month's rent will not be prorated. I am responsible for paying 100% of the rent for the month in which I vacate the residence, regardless of the date I vacate the residence.

_____ I agree to allow the Owner/Management to show the premises to any prospective residents. I understand that if I can't be reached after the Owner/ Management has made a good-faith effort to do so, Owner/Management may enter and show the rental.

_____ I understand that I am to promptly return the keys and garage remotes to the office and completely move and vacate the premises on or before the date stated above.

_____ I understand that any possessions (furniture, clothes, dishes, cookware, etc.) left on premises after date stated above will be considered abandoned and right of ownership forfeited. I further understand that I will be responsible for any cost associated with the removal and disposal of said possessions.

_____ I agree to leave the rental in ready-to-rent condition, clean and free of any damage.

_____ I will pay an additional Early Termination Fee (if applicable) to have the rental agreement cancelled early and/or without sufficient advance notice provided to the Owner/Management.

_____ I will or have supplied a forwarding address to the Owner/Management prior to vacating the rental, so that the security deposit may be returned, provided that I have complied with the above terms and provided that I have no outstanding charges of any kind and there are no damages to the property.

_____ I will have any carpet present cleaned by Razorback Carpet Cleaning at my expense and I will provide the Owner/Management with paid receipt as proof of having done so, as required by my Lease Agreement.

_____ I will leave the utilities on for a minimum of **72 hours** (not including weekends or holidays) after the move-out date I provided on this notice or after the date I return keys, whichever is later, as required by my Lease Agreement. If animals were present in the rental, I will leave utilities on until Owner/Management has verified that no lingering animal odors are present and notifies me that I am cleared to have utility service disconnected.

Resident(s) Signature:

Date: ____/____/20____

Date: ____/____/20____

Liddell's Rentals

1300 Country Club Rd
Paragould, AR 72450
(870) 236-9391

Tenant,

We hate to see you go. We know how stressful moving can be and with all that is going on, there is a lot to remember, so we have enclosed Move Out Instructions with a Move Out Checklist, and Settlement Charges Guide to aid you in this process. Our hope is that these assist with the cleanup process and ensure nothing gets overlooked. Our goal is to ensure the residence gets returned in the same condition it was received and in turn minimize any charges incurred.

Upon request, we can put you in touch with someone who, at your own expense, will clean the rental to our requirements. Moving can be exhausting, so we recommend utilizing this resource if you'd rather not clean it yourself. Her rates are affordable and since she is familiar with our checklist and standards, you will be able to maximize any security deposit refunded to you.

To avoid a \$75 charge, please remember to **leave the utilities on for 72 hours (not including weekends or holidays)** past the move-out date you provided on your Notice of Intent to Vacate or your actual move-out date, whichever is later. If an animal inhabited the residence, utilities must be left on until Management verifies that all animal related odors have been eliminated. You will be responsible for utility costs and supplies used to eliminate animal odors.

Deliver the keys, paid receipt from Razorback Carpet Cleaning (if carpet is present), and forwarding address to our office located at 1300 Country Club Rd by Noon on your final day of possession.

Your final month's rent will not be prorated. You must pay rent through the month of your departure. If your final date of possession is the 1st, you will be responsible for paying rent for that month. In addition, early termination fees may apply if you haven't given the required 60-day notice of if your Lease is not yet expired.

A walk-through inspection can be scheduled by request (for an additional fee) with sufficient notification and not on weekends or holidays. We know you have a lot on your mind, but please read everything carefully. If you have any questions, please call us.

Liddell's Rentals

MOVE OUT INSTRUCTIONS

- Please read carefully and entirely. Failure to do so could cause you further expense.
- As stated in the Lease, no holding over. All belongings must be removed from residence by 12:00pm on the last day of the month. Not having belongings removed or not having unit clean and ready for next tenant by last day of the month will result in an additional month's rent, at a rate of 150%.
- As stated in the Lease, there will be no proration of your final month's rent. The month in which you vacate must be paid in full.
- The list below is intended to aid in the cleaning process to help ensure that nothing is overlooked but is not all inclusive and you are responsible for making sure that unit is clean and in the same condition as when you took possession and completed your move-in checklist.
- Avoid piles of debris in front of the residence on moving day by disposing of trash and unwanted items in the weeks leading up to moving day.
- There is no way that the unit can be thoroughly cleaned and in rentable condition in one day, so it is suggested that you pick a few things through your final month to work on that won't be affected by the move. (i.e. Cleaning fans, lights, tubs, windows, stove, refrigerator, etc.)
- If you would prefer to hire someone to clean the residence after you have removed all your belongings, please contact our office and we can refer you to our recommended contractor. Her rates are reasonable, and she is familiar with our standard of cleaning to ensure nothing is overlooked. You may clean the unit yourself or hire someone of your choosing to clean for you, however this often still results in additional charges if things are not completed per our instructions.
- With advance request, a pre-inspection can be scheduled during office hours (additional fee applies).
- As stated in the Lease, utilities are required to be left on for 72 hours beyond the date written on your Notice to Vacate, not to include weekends or holidays. If animals were present in the residence, utilities must be left on until Management has verified that no lingering animal odors are present and notifies you that utilities may be disconnected.

CLEANING CHECKLIST

- Remove globes from lights and ceiling fans and run through dishwasher cycle.
- Clean dust and dirt off ceiling fans and fan blades (top and bottom). Be sure to use soap and water on fan blades as normal dusting will usually not suffice.
- Check smoke detector for proper functionality and replace battery if needed.
- Remove heat and air filter cover (grill) and clean.
- Change air filter.
- Wipe dust from all kitchen cabinets (crown molding, ledges, doors, door panels).
- Wipe out inside of all kitchen cabinets, shelves, and drawers.

- Wipe dust from all bathroom cabinets (crown molding, ledges, doors, door panels).
- Wipe out inside of all bathroom cabinets, shelves, and drawers.
- Wipe all closet shelves.
- Wipe down all window/door trim, casings, and windowsills.
- Remove all nails, tacks, screws, anchors, tape, and curtain rod brackets. Please do not spackle/paint over nail holes. If not done properly, it takes us a considerable amount of time to undo and redo it.
- Check all blinds for damage or excessive dirt/dust. Dispose and replace with same type of blinds as needed. Blinds can be purchased from Lowe's. Measure each window (length and width), as blinds are not one size fits all.
- Clean windows inside and out.
- Clean vent hood/microwave and check its filter. Replace filter if necessary.
- Pull out stove, unplug, and clean beginning with removing burners and drip pans.
- Clean control panel of stove.
- Clean top of stovetop as well as underneath side of stovetop.
- If drip pans can't be cleaned, they'll need to be replaced with new pans in the same color as the ones you are removing. These can be purchased at Lowe's. There are 2 different sizes of the big drip pans as well as 2 different sizes of the small drip pans. To ensure the proper sizes are purchased, it is suggested that you take old pans with you to purchase new ones.
- Clean oven and oven racks.
- Clean exterior surfaces of stove, including sides and back.
- Clean drawer under stove.
- Clean floor underneath stove.
- Clean sides of cabinets on each side of stove.
- Clean wall behind stove before sliding stove back in.
- Pull out refrigerator, unplug, and clean exterior surfaces and door seals.
- Clean interior of refrigerator including shelves, glass, rails, and drawers.
- Clean wall behind refrigerator.
- Clean floor underneath refrigerator.
- Clean dishwasher and run through cycle to check for proper functionality. Check and clean filter.
- Inspect all baseboards for dust and dirt. Vacuum with brush attachment if possible or use a soft bristled broom to brush clean. Wipe clean with sponge/cloth if needed.
- Inspect and clean walls as needed.
- Inspect and clean all doors, interior and exterior.
- Check for missing doorknob wall plates/door stops. Can be purchased from Lowe's.
- Touch up paint/repaint exterior doors as needed. **Be sure to contact Management about paint color, finish, and where to purchase.**

- Touch up paint/repaint interior doors as needed.
- Touch up paint/repaint ceilings/walls as needed.
- Clean toilet(s).
- Clean mirror(s).
- Mop all floors. Use only mild soap and water on acid stained or polished concrete floors.
- Clean tub/shower when done with other cleaning.
- Check drains for hair.
- Wipe down all kitchen countertops.
- Wipe down all bathroom vanities.
- Replace all globes to lights and fans.
- Check all bulbs. Replace as needed. Use proper bulbs. (Same as bulbs that were present at move-in, LED only)
- Check exterior bulbs. Replace as needed with like kind bulbs. (LED only)
- Check garage ceiling as well as garage opener bulbs. Replace as needed. (LED only)
- Check all exterior doors and replace damaged weather-stripping. Consult Management for proper weather-stripping.
- Be sure to flush toilet before leaving.
- Shampoo carpets. **(Required)** Carpets were professionally cleaned before you moved in, so they are required to be professionally cleaned when you move out. Note: If paid receipt is not provided to management upon vacating, Razorback Carpet Cleaning will be contacted to clean at your expense.
- Make sure thermostat is set accordingly. (80°-Summer, 60°-Winter)
- Turn off all lights before leaving.
- Lock doors and windows upon leaving.
- Set any trash to street. Do not overfill trash can.
- Return all keys and garage remotes to the office at 1300 Country Club Rd. Failure to return **all** keys will result in locks being rekeyed and new keys being cut at your expense. Failure to return all garage remotes will result in garage opener being reprogrammed and remotes being replaced at your expense.
- To avoid a \$75 charge, leave utilities on for 72 hours** (not to include weekends or holidays) after notifying Management that residence is vacant and keys have been turned in to office, or the date you gave on your written Notice of Intent to Vacate (whichever is later). If an animal inhabited the residence, utilities must be left on until Management verifies that all animal related odors have been eliminated. You will be responsible for utility costs and supplies used to remove pet odors.

SETTLEMENT CHARGES GUIDE

Below is a list of estimated charges of assorted items or jobs that may sometimes be required after a residence is vacated. All charges are including labor and any parts or materials required. Excessive wear and tear and neglect may also incur charges. Anything not explicitly listed will have a labor charge of \$30/hour and any material or parts cost will be billed at cost plus 25%.

CLEANING

Clean refrigerator	70.00
Clean floor under refrigerator	25.00
Clean stovetop	30.00
Replace stove drip bowl/ea.	15.00
Clean Oven	50.00
Clean floor under stove	25.00
Clean vent hood/Microwave	25.00
Clean kitchen cabinets	45.00
Clean kitchen floor	30.00
Clean tub/shower & surround/ea.	30.00
Clean toilet & sink/per bath	20.00
Clean bathroom cabinets & floor	25.00
Clean mirrors/ea.	10.00
Clean carpets/tile/per ft ²	.40
Sweep and mop floors throughout	50.00
Window cleaning/per window	10.00
Clean (dust, smudges, grime)	
Per windowsill	10.00
Per door	15.00
Per wall	20.00
Baseboard per wall	10.00
Clean greasy parking spaces/ea.	25.00
Clean ceiling fan/per fan	15.00
Clean light fixture/per fixture	15.00
Replace HVAC Filter	10.00
Cleaning or removal of anything	

GENERAL REPAIRS

Replace refrigerator shelf	50.00
Replace stove/oven knob	16.00
Repair ceramic tile/per tile	75.00
Replace countertop	30.00/ft
Replace kitchen/bath cabinet knob	16.00
Replace mirror	125.00
Replace towel bar	22.00
Replace thermostat	85.00
Remove junk and debris	250.00
Replace doorbell button	10.00
Replace doorbell unit	50.00
Replace Garage door-single car	525.00
Replace Garage door-double car	825.00

LOCKS

Replace key	7.50
Replace door lock	51.00
Replace passage doorknob	34.00
Replace deadbolt lock	48.00
Rekey lock\deadbolt\ea.	25.00

FLOORING

Remove carpet stains	80.00
Cigarette burn in carpet/floor	80.00
Deodorize carpet	80.00
Repair carpet	150.00
Repair linoleum	85.00
Replace bathroom linoleum	275.00
Replace kitchen linoleum	385.00
Replace floor tile	75.00
Replace ceramic tile	150.00
Refinish clear coat	250.00
Refinish stained concrete	250.00
Replace hardwood floor	8/ft ²
Replace carpet/per room	450.00

DOORS

Repair forced door damage	75.00
Repair dent in metal door/dent	30.00
Replace interior door	155.00
Replace exterior door	600.00
Replace French door	750.00
Replace storm door	265.00
Replace storm door screen	30.00
Replace weather strip per door	20.00

WALLS

Cover crayon/marker/pen marks	35.00
Repair hole in wall	55.00
Remove wallpaper	145.00
Repaint (per wall/ceiling)	25.00
Paint entire door/per door	50.00
Paint entire trim (door, window)	
/per opening	25.00
Paint entire baseboard/per wall	15.00
Touch-up Paint (Walls, Trim, Doors, Windows, etc.)/per blemish	5.00
Spackle nail holes (pictures, curtains, etc.) and Paint/per hole	5.00

WINDOWS & TREATMENTS

Replace window sash	175.00
Replace mini blind/per window	20.00
Replace 2" blinds/window	75.00
Repair window screen	25.00

PLUMBING

Replace kitchen faucet	195.00
Replace bathroom faucet	195.00
Repair shower head	27.00
Replace toilet tank lid	55.00
Replace toilet seat	25.00
Replace toilet	265.00
Replace garbage disposal	125.00
Snake toilet	45.00
Plunge toilet	15.00

ELECTRICAL

Replace light bulb/per bulb	5.00
Replace specialty bulbs/per bulb	7.50
Replace light fixture globe	17.00
Replace light fixture (small)	55.00
Replace light fixture (large)	80.00
Replace ceiling fan with light kit	175.00
Replace electrical outlet/switch	14.00
Replace electrical cover plate	7.50
Replace phone outlet	15.00
Replace smoke detector	27.50
Replace smoke detector battery	5.00

UTILITIES

UTILITIES ARE REQUIRED TO BE LEFT ON FOR **72 BUSINESS HOURS** (Not to include weekends or holidays) AFTER DATE WRITTEN ON NOTICE TO VACATE, unless animals were present.

Tenant shall be responsible for any and all charges should utilities have to be reconnected to clean, eliminate odors, or make any repairs that are tenant responsibility.

GROUNDS/EXTERIOR

Major yard cleanup	125.00
Minor yard cleanup	50.00
Mow lawn (houses only)	60.00
Trim bushes (houses only)/ea.	20.00

EXTERMINATION

Exterminate cockroaches	325.00
Exterminate fleas	250.00