



TEXAS ASSOCIATION OF REALTORS®
NOTICE OF TENANT'S INTENT TO VACATE

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To: \_\_\_\_\_ (Landlord)

From: \_\_\_\_\_ (Tenant)

Re: Lease concerning the Property at \_\_\_\_\_

[ ] A. Tenant's Notice of Intent to Vacate: The above-referenced lease ends on \_\_\_\_\_ (date).
Tenant will vacate the property on \_\_\_\_\_ (Move-out Date).

[ ] B. Tenant's Notice of Intent to Terminate Early Under Paragraph 28 of the Lease: Tenant is exercising Tenant's
rights under the following subparagraph of Paragraph 28: [ ] Military Transfer/Deployment; [ ] Family Violence;
[ ] Sexual Offenses or Stalking; or [ ] Assignment and Subletting. Tenant has attached all necessary notices and
documentation required under the applicable subparagraph.

MOVE-OUT REMINDERS

- 1. Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
2. Provide written notice of Tenant's forwarding address. If known at this time, please provide below.

Street City State Zip

- 3. Leave the Property in a clean condition, free of all trash, debris, and any personal property.
4. If Tenant's Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord's approval.
5. Tenant must comply with any other Landlord Move-out requirements.
6. If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 22
of the Lease.
7. Landlord's right to place a sign on the Property, show the Property, or place a keybox on the Property applies
pursuant to Paragraph 14 of the Lease.

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated.

Tenant Date

Landlord's Acknowledgment of Receipt

Landlord acknowledges receipt of this notice.

Signature Date



### Checklist For Vacating The Property

All final inspections will be performed once tenant(s) have surrendered all keys, remotes, and any other access devices that have been issued under the lease agreement. Final inspections will be performed by a 3rd party company. Once we have received keys, Peace of Mind Property Management will switch over utilities. Please do not forget to leave a forwarding address when surrendering keys.

Before you pack, especially if you are using a professional moving company, please be sure to set aside any instruction manuals, warranty papers, dishwasher trays, broiler pans, fireplace tools, pool equipment, draperies or controls that should remain in the property.

Please use the following checklist as a guideline of minimum requirements for passing inspection.

Then following items must be accomplished prior to surrendering the property.

- All personal belongings must be removed from the premises.
- Carpet must be vacuumed. Peace of Mind Property Management will utilize its own carpet cleaning company. The charge will be automatically deducted from the security deposit.
- All trash and garbage must be removed from the premises (including curbside).
- The lawn must be freshly mowed, edged and shrubs trimmed.
- Walks, driveways, patios and garages must be cleaned and free of fresh oil/grease.
- Remove all ashes and debris from the fireplace.
- Heater and air condition (HVAC) filters must be cleaned or replaced as necessary. HVAC and water heater enclosures should be vacuumed.
- Walls, baseboards and ceilings must be cleaned and free of cobwebs and lint.
- Do not patch, spackle, or spot paint nail holes.
- Ceiling fans and light fixtures must be cleaned. All light bulbs must be working. Please replace bulbs with like kind.
- Smoke alarms must be operative. Replace batteries as necessary.
- All appliances must be cleaned (stove, vent hood, refrigerator, dishwasher, etc.)
- Window, screens, any curtains and mini blinds must be cleaned inside and out.
- All countertops, cabinets and drawers must be cleaned.
- Sinks, bathtubs, shower stalls and commodes must be scoured.
- Tile, vinyl and wood floors must be cleaned, stripped and waxed.
- All keys and security devices (garage door & gate remotes, etc.) must be turned into the office to officially surrender the property.

The cost for repairs and/or cleaning will be deducted from your security deposit. Charges will be assessed in accordance with the list on the reverse side hereof. Charges not listed will be based on the actual cost billed by the repairman.

You will be provided an itemized statement of repairs along with the balance of your security deposit, within thirty (30) days of the end of your lease contract. Peace of Mind Property Management is not obligated to refund or account for the security deposit until we have received a valid forwarding address. **PLEASE DO NOT PLAN ON RECEIVING THE DEPOSIT BEFORE THE END OF THE THIRTY (30) DAYS.**