

1. Tenants should obtain all necessary move-out documentation from the management.

Tenants must give notice to the management office in writing on management's form no later than thirty (30) days or sixty (60) days prior to the date in which you intend to vacate **depending on what your lease requires**. This notice may be given as early as desired but must be received by Management at least thirty (30) days or sixty (60) days in advance of the move-out. **Upon delivery to management you must receive from them concurrently a Notice to Vacate. Failure to get that notice will void the Intent to Vacate Notice.** Oral communications will not be accepted.

2. Tenants must pay rent through the end of any period in which they intend to vacate. Thus, if you pay your rent monthly, you will have to pay an entire month's rent for the month in which you intend to vacate.
3. It is highly recommended you be present at your move-out inspection; the inspection MUST be scheduled during business hours M-F from 8am - 5pm. All personal items must be removed and all the cleaning completed prior to the inspection. When the end of the month falls on a weekend, your move-out inspection must be scheduled the prior Thursday or Friday during business hours.
4. If you vacate your unit on the weekend, please leave keys, garage remotes or decals in the unit or place them in an envelope and insert in the office dropbox.