

**20-Day Notice of Intention to Move**

To The Resident:

This form serves as your written vacate notice to terminate your tenancy with our company. **BE ADVISED: YOU MUST GIVE AT LEAST 20 DAYS NOTICE PRIOR TO THE END OF THE MONTH YOU WISH TO VACATE.** For Example: If you wish to vacate September 30<sup>th</sup>, your notice must reach our office no later than September 10<sup>th</sup> (20 days prior to the end of the month).

**YOU WILL BE RESPONSIBLE FOR THE ENTIRE MONTH'S RENT, EVEN IF YOU DECIDE TO VACATE EARLY.** If the unit is re-rented, you will be refunded any rent money collected from the new resident.

**If proper notice to vacate is not given you will be responsible for the ENTIRE NEXT MONTH'S RENT.** If the unit is re-rented during the month, you will be refunded any rent money collected from the new resident. Thank you for your cooperation.

**Keys must be turned into the office by MIDNIGHT the day given as the vacate date.**

**OWNER RESERVES THE RIGHT TO SHOW THE UNIT AFTER NOTICE OF TERMINATION OF TENANCY HAS BEEN GIVEN. (RCW 59.18.150)**

The Management

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We are fully aware that the provisions of our rental agreement requires us to give at least 20 days written notice prior to the end of the month we wish to vacate. We are also aware of our responsibility concerning rent money owed, as outlined above.

We intend to move on \_\_\_\_\_. We understand that we must be out of our unit on or before this date, since other residents may be scheduled to move in.

TODAY'S DATE: \_\_\_\_\_

NAME/S: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP

FORWARDING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP

NEW PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RESIDENT

\_\_\_\_\_  
SIGNATURE OF RESIDENT

\_\_\_\_\_ Work Change      \_\_\_\_\_ Unit too Small/Large      \_\_\_\_\_ Rent too High  
\_\_\_\_\_ Poor Location      \_\_\_\_\_ Poor Maintenance      \_\_\_\_\_ Poor Management  
\_\_\_\_\_ Security      \_\_\_\_\_ Transfer to another unit      \_\_\_\_\_ Lack of Amenities  
\_\_\_\_\_ Home Purchase      \_\_\_\_\_ Other Explain: \_\_\_\_\_

What could we as a company do better? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Resident,

We hope you have enjoyed living in your rental home. We would like to take a moment and make some contact prior to your move out to see if we can answer any questions you may have. Moving is a very stressful time and we would like to help in any way we can.

Return KEYS to our office no later than the last day of the month to avoid being assessed any further rent charges into the next month. If you would like to be present for the walk through, please contact your manager a few days in advance to schedule this. If our office is closed on the last day of the month, please put all keys in an envelope with your name/address on it and put it in the drop box located by our front door prior to 8:00 AM on the first day of the month.

PROFESSIONAL CARPET AND BLIND CLEANING is mandatory upon move out; we do this between each tenant. We will schedule this to be done and the fee (which can be found on your Repair/Replacement Charge sheet) will be deducted from your deposit, if you have stayed your six months.

Make sure all DOORS AND WINDOWS are locked for weather and security reasons. Leave heat on in cold weather to assure pipes will not freeze and burst. Please leave the REFRIGERATOR plugged in and turned on.

Remove nails from walls but DO NOT SPACKLE NAIL HOLES OR PAINT! Do not take UTILITIES out of your name until you turn in keys. Please do not leave anything behind such as bags of garbage, food, newspapers, clothes, furniture, dishes, or plants.

Please replace any drip pans, light bulbs, or smoke detector batteries as needed. Otherwise, they will be replaced by our maintenance per our statement of charges.

Upon vacating the premises, your security deposit will be administered in accordance with Washington State Law and will be sent out in the required 14 day time frame. If any deductions are imposed, they will be explained in writing. We wish you good luck in your new residence and have appreciated your tenancy. If you find you are in need of a rental property, we hope you will give us a call first. Please call if you should have any questions.

Sincerely,

Graf Investments, Inc.