

F & W Properties Inc.
854 East Broad Street
Columbus, OH 43205
(614) 224-6663

*******NOTICE OF INTENTION TO VACATE*******

TO: F & W Properties

FROM:

_____ Phone # _____

Please be advised that on _____ I (we) intend to move from our residence. I understand that the Rental Agreement calls for a 30 day notice, on or before the 1st of the month. I understand that I am responsible for paying rent through the end of the notice period specified in the Rental Agreement or until another tenant approved by the management has moved in, whichever comes first.

I understand that my deposit will be refunded within 30 days after I have returned the keys and surrendered possession of the unit to management, so long as dwelling is left reasonably clean & undamaged.

Reason for Leaving: _____

Forwarding Address:

In accordance with the Rental Agreement, I agree to allow the management to show the dwelling to prospective tenants at any and all reasonable times.

Date

Signature

F&W

PROPERTIES

854 E. Broad Street

Columbus, Ohio 43205

614-224-6663 P

614-221-5496 F

CURRENT ADDRESS: _____

FORWARDING ADDRESS: _____

We have received your written notice of intent to move on or before _____. All notices to vacate must be received on or before the first of the month for a move out at the end of that month, as stated in your lease. If notices is received after the first of the month, you will be obligated to pay the following month's rent.

Our records indicate that you have a security deposit in the amount of \$_____. This deposit cannot be used for payment of your final month's rent. The balance of your security deposit will be returned to you by mail thirty days after your move-out date. In order for us to refund the balance of your deposit, you must provide us with a correct forwarding address. Clean all blinds (Venetian, mini blinds, etc.) and leave them up. Clean all window glass and wipe all window tracking and sills.

Your apartment should be returned to us in good, clean condition, allowing for reasonable wear and tear. Dirt is not considered reasonable wear and tear. You are responsible for cleaning your apartment thoroughly. Be sure to clean the refrigerator, cabinets, closets and inside the rand (under the burners and in the oven). Any cleaning that we must do will be charged to you at the rate of \$35.00 per hour.

All keys should be returned to the main office after the apartment has been cleaned and all items removed. If all apartment and mailbox keys are not turned in, you will be charged to change the locks. IF YOU HAVE POSSESSION OF KEYS AFTER THE 1ST DAY OF THE MONTH, YOU WILL BE HELD RESPONSIBLE FOR THAT MONTH'S RENT, EXCEPT WHEN THE 1ST FALLS ON A SUNDAY.

We hope you have enjoyed your residence here and wish you the best for the future. If you have any questions, please feel free to contact the office at 614-224-6663.

We hope that you have enjoyed your stay with us. Thank you again from all of us at F & W Properties!!!



MOVE OUT CHECKLIST

1. Remove anything hanging on walls and ceilings. Wash all markings off walls and doors.
2. Clean kitchen and floor. Clean range, oven, and refrigerator inside and out (turn refrigerator setting to 1). Remove everything from the cabinets and wipe inside and out. Clean all counter tops.
3. Clean bathroom including floor, bathtub, and toilet. Clean all items out of the linen closet and wipe shelves.
4. Vacuum and clean carpet. You will be charged if we have to clean, repair or replace the carpeting.
5. Clean all blinds (Venetian, mini blinds, etc.) and leave them up. Clean all window glass and wipe all window tracking and sills.
6. Do not try to remove any wallpaper from the walls. Do not try to repair holes, dents or gouges in the walls.
7. Clean all ceiling fans (base, blades and light globes).
8. Remove all trash from the apartment. This includes furniture, food, clothing and miscellaneous items.
9. All keys (including mailbox, entry door, apartment, laundry, storage, basement, etc.) must be returned to management indicating you have surrendered possession of the apartment; if no keys are returned you will be charged \$50 for a lock change. If the apartment keys are held after the first day of the month, you will be charged rent for an additional month of rent.
10. Please make sure you contact the utility companies before you vacate the apartment and make arrangements to have the utility bills out of your name the day you vacate.
11. Ensure that all light bulbs are working in the apartment, if any need replaced please do so before vacating.
12. Lastly, we would like to extend our Resident Referral Bonus to you for an additional 60 days from the day you move out as a special *Thank You* for your residency with us. In order to qualify for the \$50 referral bonus the person must mention your name on their first contact with the office. Also, your balance with us needs to be \$0 for you to qualify for the bonus.

We hope that you have enjoyed your stay with us. Thank you again from all of us at F & W Properties!!!