

Notice of Intent to Move.

**To: Souza & Sons
581 Farmington Ave
Hartford, CT 06105
860 236-3851 Fax & Phone**

Date of notice: _____

Resident Name (Please Print) _____

Resident Name (2nd Person) _____

Property Address (Your address) _____

I/We the RESIDENT (S) of the above apartment, hereby give you this Notice that I/We

intend to vacate the apartment on the _____ day of _____
DAY OF THE MONTH MONTH YEAR

I/WE will remove all of MY/OUR belongings, clean the apartment, and return all the keys to your office.

I/WE are vacating because: _____

MY/OUR forwarding address is: _____

If you need to show the apartment you can call ME/US at _____ or

Note or other comments _____

Very Truly Yours.

Signature

Signature

For office use only

Souza and Sons
INSTRUCTIONS FOR VACATING

YOUR SECURITY DEPOSIT CAN NOT BE USED AS LAST MONTHS RENT.

You must be out of the unit on agreed upon move out day or last day of rental period. Exceptions can be made but you must contact office in advance of any delays.

Please DO NOT PARK ANY VEHICLES ON THE LAWN when moving out. They will be towed at your expense and any damages incurred will be charged to you.

The amount of your security deposit refund will be determined after the inspection has been completed and all rent, repairs, late fees, and CLEANING charges have been deducted. Within 30 days of vacating the unit, we will return the security deposit to the forwarding address you provide on the move out notice or other written document.

In accordance with your lease you are reminded that you are responsible for leaving the apartment in good condition when you move out. To minimize charges to your account here are some helpful reminders í

- A. Remove your unwanted belongings to proper trash receptacles. (Call the office for bulk trash removal options, DO NOT JUST LEAVE BULK TRASH ON STREET OR BY DUMPSTER!)
- B. Clean all kitchen cabinets inside and out. Counters and floors as well.
- C. Clean oven, range hood, broiler pan, and burners.(clean sides of grease and dust from underneath also)
- D. Refrigerator must be emptied, defrosted, and cleaned inside and out.
- E. Bathroom fixtures must be cleaned well, including toilet, tub, faucets and floors.
- F. Vacuum all carpets and flooring, remove any spots, and shampoo carpets.
- G. Wash any dirt and/or grime from the walls and trim, with soap and water.
- H. Clean the ceiling fan (if applicable), blinds and window ledges.

Please see the breakdown of approximate charges for cleaning if you do not complete the process. These prices do not in any way reflect a total list of possible damages or charges and prices may be adjusted accordingly.

Range/Oven Cleaning	from \$20.00	Bathroom Cleaning	\$25.00/hr
Range Hood Cleaning	\$20.00	Carpet Vacuum	\$25.00/hr
Towel or TP Rack	\$25.00	Cigarette Burns	\$25.00/each
Missing Keys	\$15.00	Refrigerator Cleaning	\$25.00
Kitchen Cabinet cleaning	\$25.00/hr		

Please note that you are responsible to leave the carpeting in clean condition. You will be billed for any additional carpet cleaning and/or stain removal needed. Should the carpet be damaged beyond normal wear and tear requiring replacement, you will be billed for the cost of the replacement carpet.

Screens, windows, shades, cabinets, etc. will be quoted when replaced. Damage to walls, doors, etc. beyond normal wear will be charged at item and labor cost.

DO NOT fill nail holes or touch up paint, we do not charge for minor nail damages. (Most tenants do more harm than good trying to fix nail holes and small dents

DO turn off all lights and set heat at 65 degrees, close and lock all doors and windows to the apartment when you leave. Be sure and place all apartment and mailbox keys in an envelope and leave with the management office or building superintendent. Also, enclose your name and forwarding address. Keys must be returned on or before your move out date.

DO remember to put a forwarding address in with the post office at USPS.com/move a week or more in advance; it can up to 10 days to take effect.

Thank you for your anticipated cooperation. If you have any questions please contact the management office at PHONE: (860) 236-3851, office text 860-295-3242, or Email: souzaandsons@sbcglobal.net