

It has been a pleasure having you as a resident and it has been a pleasure serving you. We hope you have enjoyed your time with us.

Attached, you will find a 60-day Notice to Vacate form as well as cleaning instructions for the apartment. Some important items to keep in mind to ensure a smooth move-out process are:

- All residents named on the lease must sign the 60-Day Notice to Vacate form. This form must be returned to us in order to begin the 60-Day Notice requirement to properly vacate. The most expedient way to return the form is to email it to leasing@garrettsproperties.com. You may also mail the form to Garrett's Properties, PO Box 5387, Essex, VT 05453.
- Your security deposit may not be used for your last month's rent.
- If you would like to schedule a move-out inspection of your apartment, please contact us at 802-613-3614 or email leasing@garrettsproperties.com. Please note that move-out inspections may be scheduled no sooner than two weeks from your move-out date. Please plan early and accordingly.
- Please be sure to leave the property in clean condition. We have attached cleaning instructions to guide you through our expectations.
- All keys must be returned to our office on the day you vacate the property. You will still be in possession of the property until these items have been turned in. If you are not familiar with it, our office in Essex is open for walk-ins from 8:30 AM - 4:30 PM and our Berlin office is by appointment only. Please plan early and accordingly.
- Your security deposit will be returned to the forwarding address listed on your 30-Day Notice to Vacate form within 21 calendar days of you vacating the property.

If we can be of any assistance during your move-out process, please let us know. We thank you again for your residency, and wish you all the best in your future endeavors.

Sincerely,

The Garrett's Properties Team

leasing@garrettsproperties.com

PO Box 1292, Montpelier VT 05601 | Office: 802.613.3614



60-DAY NOTICE TO VACATE

CURRENT DATE: _____

ADDRESS: _____ UNIT #: _____

CITY: _____ STATE: _____ ZIP: _____

PARKING LOCATION / SPACE: _____

EXPECTED MOVE-OUT DATE: _____

I (we), _____, do hereby give notice to vacate the property stated about. I (we) do acknowledge that I (we) are responsible for rent for 60 days from the day this notice is **received** by Garrett's Properties, or until the end of my (our) lease period, whichever is longer. If the term of the lease agreement is not fulfilled; I (we) understand that additional fees may apply. **I (we) agree to return all keys, mailbox keys, remotes, etc. (collectively, "Keys") to Garrett's Properties office on the day I (we) vacate the property.** I (we) understand that until all keys are returned to Garrett's Properties I (we) will still be in possession of the property. Any changes to the move-out date must be submitted in writing to Garrett's Properties. During the period of this notice I (we) understand that Garrett's Properties will be showing the property to possible future tenants providing reasonable notice is given. I (we) intend to clean the property prior to vacating, so as not to be charged an additional cleaning fee, I (we) agree to follow the Cleaning Checklist attached to this notice.

TENANT SIGNATURE

TENANT SIGNATURE

TENANT SIGNATURE

TENANT SIGNATURE

Please mail my security deposit to the following address:

ADDRESS: _____ UNIT #: _____

CITY: _____ STATE: _____ ZIP: _____



GARRETTPROPERTIES.COM
PROPERTY MANAGEMENT | LEASING | DEVELOPMENT
(802) 613-3614

CLEANING CHECKLIST

	Clean from room to room and clean top to bottom. Clean ceiling, then light fixtures, window & blinds, walls and the floors last.
	Use Pledge or another polish on wood cabinets after you have cleaned them with a Clorox type water solution.
	Vacuum out drawers and cabinets first then use a Clorox type water solution to wipe them out.
	Wash metal floor vents and use a Clorox type water solution to wipe them out.
	Use a dry, disposable, toothbrush to clean switches, outlets, phone & cabinet jack crevices.
	Use a Clorox type all purpose cleaner to wash down 90% of the interior.
	Use Soft Scrub or another bathroom type cleaner to clean around faucet handles, bath fixtures and showers. If applicable, buff dry with a towel or glass cleaner to get a streak-free mirror finish on chrome.
	Use pumice stone and a toilet bowl cleaner to remove any hard water stains in toilets (if applicable).
	Vacuum window & patio door tracks, then use a solution with a toothbrush to clean well.
	Vacuum carpets and treat any stains appropriately.

	If applicable, use the self clean feature of the oven first. Then use an oven cleaner. Once cooled, use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
	Use degreaser and a scrub brush to remove oil from driveway, garage, your assigned parking space and storage.
	Roll the refrigerator out and clean behind/underneath; pull out stove and stove drawer to clean behind and underneath.
	Products such as Goo-B-Gone work to remove gum & stickers.

If you are unclear on any of these instructions, please contact the office BEFORE you begin to clean the apartment.