

## 30-Day Notice Form

Tenant(s) moving : All / Roommate (please circle one)

Name(s) \_\_\_\_\_  
\_\_\_\_\_

Current Address \_\_\_\_\_  
Street Address (Please include unit #) City State Zip

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

Today's Date: \_\_\_\_\_ **Move-out date:** \_\_\_\_\_

Forwarding Address \_\_\_\_\_  
Street Address (Please include unit #) City State Zip

Reason for moving: \_\_\_\_\_

\_\_\_\_\_  
Tenant Tenant

\_\_\_\_\_  
Tenant Tenant

 Emerald Property Management, Inc. ★ 525 Harlow Road, Springfield, OR 97477 ★ (541) 741-4676 ★ fax (541) 744-2849

### TENANT MOVEOUT INSTRUCTIONS

You are responsible for rent for 30-days from the date we receive(d) your 30-day notice or until the keys are returned to our office or to your on-site manager, which ever is later. As per ORS 90.160 the 30-day notice shall be calculated by consecutive calendar days, **not including the initial day of service or delivery**. Unpaid rent may be charged a late fee. Late rent may also effect your reference/credit rating. How to Prorate your rent: Take your full rent amount times 12, divided by 365 = daily rate. Take daily rate times number of days.

**JUST A REMINDER: YOU MUST NOTIFY US UPON MOVE-OUT SO THAT WE CAN INSPECT THE UNIT. YOU WILL BE CHARGED FOR ADDITIONAL DAYS OF RENT UNTIL THE KEYS AND WRITTEN NOTICE OF VACANCY HAVE BEEN RETURNED TO EMERALD PROPERTY MANAGEMENT AT 525 HARLOW ROAD, SPRINGFIELD OR TO YOUR ON-SITE MANAGER. THERE IS ALSO A \$25 FEE CHARGED TO YOU IF KEYS ARE NOT RETURNED.**

Please return your keys and leave us your forwarding address so that we may return your security deposit as quickly as possible. Upon move-out, we ask that you leave us a list of problems and/or repairs that need to be done to your residence. To expedite the return of your security deposit we ask that you leave the premises in clean condition.

The following should be done to ensure further charges are not taken from your security deposit:

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Vacuum all carpets                          | <input type="checkbox"/> | Clean oven, burners, under burners, vent screen & vent hood over range      |
| <input type="checkbox"/> | Clean inside & outside of cabinets/drawers  | <input type="checkbox"/> | Clean sink & garbage disposal, polish chrome faucets                        |
| <input type="checkbox"/> | Clean out dishwasher (bottom)               | <input type="checkbox"/> | Clean bathroom: tile, toilet, sink, bathtub/shower, cabinets (inside & out) |
| <input type="checkbox"/> | Clean refrigerator (inside, under & behind) | <input type="checkbox"/> | Treat for fleas or other pests (applicable if you had pets)                 |
| <input type="checkbox"/> | Tile/Vinyl floors cleaned/mopped            | <input type="checkbox"/> | Remove weeds, mow lawn, rake leaves, front & back yards                     |
| <input type="checkbox"/> | Clean all closets & shelves                 | <input type="checkbox"/> | Replace dead/dying batteries in smoke detector(s) with 10year/lithium       |
| <input type="checkbox"/> | Clean out woodstove/fireplace/inserts       | <input type="checkbox"/> | Replace all bad or missing light bulbs, (inside & out) clean light globes   |
| <input type="checkbox"/> | Clean windows, tracks, sills & mini-blinds  | <input type="checkbox"/> | Remove all garbage, including yard & storage areas                          |
| <input type="checkbox"/> | Walls/Ceilings wiped clean                  | <input type="checkbox"/> | Return all rental keys, including garage, mailbox, and garbage keys         |
| <input type="checkbox"/> | Remove all interior cobwebs                 | <input type="checkbox"/> | Sweep out carport/garage & patio  |
| <input type="checkbox"/> | Return garage door opener. ( if applicable) | <input type="checkbox"/> | Remove cobwebs from carport/patio & entry areas                             |
| <input type="checkbox"/> | Pay rent thru move-out date                 | <input type="checkbox"/> | Return keys to office and fill out move-out form                            |

REMINDER: Your garbage provider will not pickup any garbage outside the can upon move-out. If garbage is left you will be charged for the hauling & dump cost.