

60 DAY NOTICE TO VACATE

Today's date: _____

Tenant name(s) : _____

Current address : _____

According to the terms of my/our lease with Summit Properties/Bridge City Properties, LLC, 323 Central Ave N Ste #201, Valley City, North Dakota, requiring a 60 day written notice, you are hereby advised of my/our intent to vacate the premises listed above **no later than 12:00 noon on or before** _____.

A cleaning checklist has been provided to me in preparation for my checkout.

I will refer to the website www.vcrentals.net for the cleaning checklist.

My signature affirms that I have read, understand, and agree to the following:

I understand that I am required to leave the leased rental property listed above in move-in condition, the same condition that it was in at the time of checkin, minus normal wear and tear. I am responsible to remove all personal items on or before noon on the date listed above. I am not to leave large items or excessive trash by the dumpster/trash collection area, and that I understand that I will be charged for any items left that must be hauled away. I also understand that I will be charged for any cleaning not done in accordance with the provided cleaning checklist at a rate of \$35/hour. I accept all responsibility for any damages to the property, until the end of my lease term, other than normal wear and tear, and will be charged accordingly. I understand that I am responsible to replace all smoke detector batteries, burned-out light bulbs, and replace damaged/soiled stove burner pans. Failing to do so will result in being charged for replacing said items as listed on the resident cleaning checklist.

I understand that I am required to have the carpets professionally steam-cleaned. If a pet has resided in the unit during my tenancy, I am also required to have the carpeting pet-treated. As proof of the carpet cleaning, I will provide a copy of the receipt to Summit Properties/Bridge City Properties, LLC at checkout. Scheduling of the carpet cleaning is my responsibility. If I do not fulfill the carpet cleaning requirements, I understand that I will be responsible for all charges, including administrative fees, incurred by Summit Properties, LLC in regards to carpet-cleaning.

I will return all keys for my rental unit, including mailbox keys and garage keys, as well as garage door and AC remotes, at the time of checkout, on or before the date listed above. There will be a **\$25 charge per key** that is not returned. **Any remotes not returned will be charged out at replacement value.**

I understand that if lawn care and snow removal are my responsibility according to the initial lease terms, I will continue to be responsible for said maintenance until the end of the lease term, even if I am no longer residing in the unit. Yards are to be left neat and clean, and all personal items must be removed. **I will be charged for removal of any personal items, trash, lawn care, and/or snow removal that is not taken care of.**

I understand that I am responsible for utilities as listed in my lease agreement until the end of the lease term. It is my responsibility to have utilities removed from my name at the end of my lease term.

I will contact Summit Properties/Bridge City Properties, LLC to schedule a checkout time on or before the date listed above.

Forwarding address of vacating tenant(s): _____

I understand that any security deposit that is due to be returned to me will be mailed to the above address within 30 days of the lease ending date unless other arrangements have been made. I understand that the deposit return process may be delayed due to not providing a forwarding address or excessive damage/work/cleaning needing to be done to the unit due to my negligence.

Tenant Signature(s): _____

