

**NOTICE OF INTENT TO VACATE  
Burkely Communities, LLC**

**Official Date Of Notice:** \_\_\_\_\_ **Forwarding Addresses:**  
**Resident Name(s)** \_\_\_\_\_  
\_\_\_\_\_

**Resident Name(s)** \_\_\_\_\_  
\_\_\_\_\_

**I/We of (address \_\_\_\_\_) do hereby give notice that I/we will be vacating, removing all possessions, and turning in keys to the property on \_\_\_\_\_.** In giving this notice, I/we understand that Burkely Communities, LLC is hereby authorized to re-lease the property from the move-out date above.

I/we understand that I owe rent through \_\_\_\_\_. My/our lease ends on \_\_\_\_\_.  
**Prorated rent due: \$\_\_\_\_\_.**

If I am terminating my lease early, I understand that, additionally, I owe \_\_\_\_\_ according to the accord and satisfaction agreement attached.

**\*\*The above information concerning any monies owed is an estimation and subject to verification by the lease contract.**

**If keys are not turned in to the office by your move out date, you are subject to a \$25.00 charge at move out.**

**My/our reason for vacating is:**

- |                                |                                  |
|--------------------------------|----------------------------------|
| _____ Purchase of a home       | _____ Employment transfer        |
| _____ Change in marital status | _____ Need less expensive rental |
| _____ Family Problems          | _____ Lost Roommate              |
| _____ Need for a larger home   | _____ Move closer to work        |

\_\_\_\_\_ Unsatisfied:

(Please explain) \_\_\_\_\_

Other: \_\_\_\_\_

In giving this notice, I/we understand that all attempts will be made to re-lease the apartment. I/we understand that the ability to cancel this notice or to extend this notice will depend upon whether or not the property is re-leased.

Prior to vacating the property, please make sure to do the following:

- Change your mailing address with the U.S. Postal Service: [www.usps.com](http://www.usps.com)
- Return any cable boxes/equipment to Timewarner Cable (or other service provider)
- Provide Burkely Communities with your forwarding address
- Remove all possessions from your property
- Return all keys/pool passes

\_\_\_\_\_  
**(Resident Signature)**

\_\_\_\_\_  
**(Resident Signature)**

**For office use:** Notice received by: \_\_\_\_\_. Date entered into computer: \_\_\_/\_\_\_/\_\_\_.



**Cleaning and Vacating Instructions**  
***Berkely Communities, LLC***

Be sure to do the following prior to vacating your rental home:

1. Return all keys in an envelope marked with your address
2. Submit your forwarding address to our office so that we know where to send your Final Account Statement and pending Security Deposit. When in doubt, write your forwarding address on the envelope you use to turn in your keys.  
(you should receive your Final Account Statement within 30 days of your move-out date; however we have until 60 days)
3. Contact the utility companies to transfer your utilities and/or have them transferred back into our name
4. Complete a change of address form (online at [www.usps.com](http://www.usps.com)) or at a local Post Office. In addition you may want to put a notice to the mail carrier inside of your mailbox.
5. To protect your deposit, follow the cleaning instructions below:

**Kitchen:**

- ✓ Stove/Oven- Clean interior and exterior thoroughly, including over racks, stove tops, and burners.
- ✓ Range Hood- Clean interior and exterior thoroughly.
- ✓ Refrigerator- Clean interior and exterior thoroughly.
- ✓ Dishwasher- Remove all dishes.
- ✓ Cabinets- Clean interior and exterior thoroughly, and remove all items (including shelf paper).

**Bathroom:**

- ✓ Clean accumulated soap, mildew, and stains from all surfaces, including bathtub and faucets.
- ✓ Clean interior and exterior of toilet, seat, and floor.
- ✓ Clean mirror and medicine cabinet.

**Patio/Exterior:**

- ✓ Remove all items including trash.

**Closets:**

- ✓ Clean shelves and remove all items, including hangers.

**Carpet & Floors:**

- ✓ Clean and/or vacuum thoroughly. Carpet and floors will be inspected for damages resulting from burns, stains that require additional treatment, tears or animal misuse. Normal wear and tear is expected.

**Miscellaneous:**

- ✓ Please remove all scatter rugs and doormats. All belongings and garbage must be removed. There is a minimum charge of \$50 per item for any furniture left in the apartment.

Please contact the office at 336-373-9797 if you have any questions or concerns.