



4255 S Buckley Rd. Unit 181, Aurora, CO 80013

## Notice to Vacate Property or Terminate Lease Early

This letter dated \_\_\_\_\_ is to notify Epic Properties Colorado, LLC of my intention to vacate the premises located at: \_\_\_\_\_. I will ensure the property is thoroughly cleaned and carpets professionally shampooed prior to my vacate date of: \_\_\_\_\_. All keys, fobs, receipts, remotes, etc. will be left inside the unit on top of the kitchen counter on or before that date.

My forwarding address will be: \_\_\_\_\_. **(If you do not know your new address at the time of submission, be sure to notify Epic Properties Colorado as soon as you can. We are required by law to send your deposit disposition to the last known address. Be sure you notify the post office of your forwarding address as well.)**

I fully acknowledge and understand my written notice must be received no later than 60 days prior to my termination of the lease, and if I am breaking my lease, I understand that I am responsible for consecutive monthly payments of rent through the end of my original lease agreement until a replacement tenant can be found. I also acknowledge there may be a fee incurred to re-rent the property as specified in the signed lease agreement. This fee is for, but not limited to, marketings, showings, inspections, lease preparations, deposit dispositions and any other tasks necessary to procure the replacement tenant(s). This fee does not relinquish my responsibility to continue to maintain the property in good condition or my duty to cover all utilities until such tenant is found or my lease termination date is reached, whichever occurs first.

*In accordance with Colorado Revised Statutes Title 38 Property Real and Personal § 38-12-103, my security deposit is to be returned to me within 30 days of vacating the property, but may take no more than 60 days as specified in my lease agreement.*

In compliance with my Lease Agreement, Paragraph 1.6, Security Deposit, Subparagraph 1:

1. RESIDENT and OWNER agree that no later than sixty (60) days after termination of this AGREEMENT, written notice by either party, or surrender and acceptance of the premises, whichever occurs last, OWNER will provide RESIDENT at RESIDENT's last known address a written statement listing the reasons for any and all charges against the security deposit, and refund the balance of the security deposit (if any) therewith. PROPERTY will not be considered vacated until all keys, fobs, passes and garage remotes as applicable are returned to OWNER or AGENT.

All personal property of mine will be removed or disposed of appropriately. Any items left within or upon the property after my scheduled move out date will be deemed abandoned and I authorize the landlord to dispose of those items without notice to or repercussions from me. If disposal fees are incurred, I understand that I will be responsible for paying those fees.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



4255 S Buckley Rd. Unit 181, Aurora, CO 80013

## Move Out Instructions

CLEANING - Prior to moving out of the property, you should make sure to have verified that the following items have been accomplished;

1. All appliances must be cleaned inside and out, including the tops of the refrigerator and microwave, and the sides of the stove where drips of sauces, oils and other foodstuffs fall through.
2. If moveable, all floors/walls beneath the stove and refrigerator will need to be swept and cleaned.
3. All kitchen cabinets and drawers need to be cleaned of fingerprints on the outside and wiped clean on the inside.
4. Sinks, drains and faucets must be cleaned and sanitized.
5. All light fixtures and ceiling fans have been cleaned and dusted.
6. All windows glass interiors are cleaned and frames/sills wiped down.
7. Blinds must be cleaned/dusted and curtains must be washed or dry cleaned.
8. Make sure all walls, doors and switch plates are clean of grubby fingerprints or smudges.
9. Vacuum & wipe down all exhaust vents and air ducts as well as baseboards.
10. Scrub and disinfect all bathroom sinks, toilets, tubs, showers and cabinets.
11. Carpeted floors must be professionally shampooed with a receipt as proof and should be the very last thing performed at the property in order to keep them clean for the next tenant. *Do not use the cheapest vendor as they may not do a good job and then we have to do it over again and charge you for the inconvenience.*
12. Hardwoods, vinyl, tile floors must be properly swept and mopped with no residue apparent.

REPAIRS/REPLACEMENTS - In the course of living in a rental property, normal wear and tear is to be expected. Anything beyond that is considered damage and will need to be repaired before vacating the property.

1. Windows, Screens, Doors - make necessary repairs to broken knobs, locks, ripped screens or damaged doors.
2. Replace any burnt out lightbulbs with similar bulbs. Even ones not within reach, you are responsible to replace them.
3. Make necessary repairs/replacements to any portion of the home interior or exterior damaged by pets.
4. Carpets/flooring which has been damaged beyond repair will need to be replaced by tenant at tenant's cost.

EXTERIOR - Upon vacating your property, if there is a porch or balcony, be sure it is free of debris and leaves.

1. Lawns must be mowed and trimmed, watered and orderly according to the Yard Addendum, if applicable.
2. Flower beds and garden areas must be weed-free, leaves raked up and removed and shrubbery trimmed.
3. If vacating during winter months, be sure the walkways and driveways are clear of snow and ice.

**I have read the above Move Out Instructions as well as the additional document "Move Out Instructions, Policies & Procedures" and agree to comply with the stipulations therein.**

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_