



## NOTICE TO TERMINATE LEASE

Thank you for providing us notice you intend to terminate the lease. To assist us with your move out, please complete and return this form to us as soon as possible. We make every attempt to work with vacating tenants to make their move out as smooth and stress free as possible. Please email this form to [Turnovers@PeabodyResidential.com](mailto:Turnovers@PeabodyResidential.com)

### **Confirmation Information of Move Out:**

Notice Date:

Property Address:

Tenant(s) Name:

Move Out Date:

I would schedule my move out appointment on (latest date is the end date of the lease and a 4 hour window will be provided for appointment): Date

I plan to be present for the move out appointment:    Yes    No

\*At the move out appointment the Landlord representative will request copies of all the cleaning receipts required per the lease (please refer to your lease for required cleaning). If all receipts are not available and/or the property is not fully vacated at the time of the representative arrival, a follow up appointment will be required and a fee of \$150 will be charged.

### **Marketing Information:**

We begin marketing the property for rent 60 days prior to the lease end date. Please plan to secure the provided lock box on the front door or access area and place a copy of the keys inside the lockbox for scheduled showings. The below information will help us provide notification to the preferred tenant contact.

Showing Contact Name:

Showing Contact Number:

Showing contact would like text confirmation of showings:    Yes    No

Showing Contact Email:

Lock-box location:

Lock-box combo:

Pet at Property:    Yes    No

\*We will provide 4 hour's notice for showings. Showings will be scheduled within 2 hour windows, Mon-Sun between 9:00am-7:00pm. Please note that you will need to secure or remove all pets at the property (if applicable) for showings. If a denial of a showing is noted more than 1 time, there will be an assessment of \$100 per future occurrence and multiple denials may lead to loss of the deposit and possible additional expense.

Tenant Name who completed form:

Date Submitted:



# LEASE TERMINATION AND MOVE OUT INFORMATION

## **Marketing During the Notice Period for New Tenant**

Approximately 60 days prior to the expiration of your lease term, we will begin the marketing process to find a new tenant. We may place a "For Rent" sign on the property and will either place a lock-box for Realtor entry to show the property for rent or request you place the provided lock box on the front door with a key in it when you are not at the property. If a Realtor will be showing the property and reasonable notice is given you are required to allow the Realtor access to the property (there will be a charge associated with denials of showings). We utilize a showing service to assist us to schedule showings. They will call you on the number listed in your Tenant Portal and leave a message if they are not able to reach you to confirm the notice. They may also send you a text message to help with notification.

The approved showing hours are between 9:00am and 7:00pm Monday-Sunday. Extra effort on your part is expected and agreed upon in the lease in keeping the house and yard neat and clean during marketing. Animals should be crated or removed from the property, for every showing even if you are home, without exception. Additionally all pet litter boxes should be clean and odor free and all yards should be clear of all pet waste. The better a home shows, the more likely it will rent quickly.

**A home that shows well benefits everyone!**

## **IMPORTANT – AUTOPAYMENTS**

IF YOU HAVE SCHEDULED AUTOPAYMENT FOR THE MONTHLY RENT, YOU WILL NEED TO CANCEL IT IN YOUR ONLINE PORTAL PRIOR TO THE END OF YOUR LEASE OR THE PAYMENTS WILL CONTINUE. SEE LAST PAGE OF THIS DOCUMENT FOR DIRECTIONS ON HOW TO DELETE AUTOPAYMENTS.

## **Move Out:**

The move out is the transition of possession of the property from you to the Landlord/Agent. This means after the move out appointment you will not have access to the property. You must be fully vacated from the property and all terms of the lease met. If any part of the lease move out requirements are not met, or you are not fully vacated at the time of the appointment, we will reschedule the appointment and you will incur additional charges.

**At the move out appointment you should be prepared to provide all required paid receipts, all sets of keys (including fobs) to the property, and all openers or other hardware used to access the premises to the Landlord representative.**

We do our best to schedule the move out appointment in advance of the end date. If the move out appointment is not scheduled to take place prior to the lease end date and time, you should leave all sets of keys EXCEPT one set that should remain in the lock box and all required receipts on the counter top in the kitchen prior to 5:00pm on the lease end date. We are happy to be as accommodating as possible if we are able.

**Move Out appointments** are scheduled between 10:00am-4:00pm Monday-Friday. If you would like to schedule an appointment outside of the inspection hours, we will need to approve the date and time (must be at least 5 business days in advance) and you will be responsible for a \$100 charge for the appointment. If you schedule the move out prior to the end of the lease, you will be responsible for maintaining the utilities and landscaping until the lease end date. They must remain on and we will set the thermostat to a reasonable temperature. We will also have the yard maintained if needed between your move out and the lease end date at your expense. We recommend that you schedule the move out no earlier than 3 days prior to the lease end date.

**If at the scheduled move out appointment, you are not fully vacated and all lease terms have been met (including all cleanings required and receipts provided), we will reschedule the move out appointment and a reschedule fee will be charged.** The rescheduled move out appointment will take place between 5:00pm on the lease end date and the new lease start date or within 4 days after the lease end date. The appointment shall be scheduled at the earliest date and time available and the rescheduling fee will be \$200.

### **Move Out Procedures**

It is our goal to refund your full security deposit and by following the procedures and checklist you will help us achieve that goal. If you need assistance with any of these items, please contact us.

#### **Upon vacating, it shall be your responsibility to:**

- Clean the interior of the property. This includes pulling out and cleaning under and behind the appliances. The cleaning needs to be to the standard of a professional cleaning company (Washington, DC broom swept clean is the standard). **\*See included Cleaning and Maintenance Checklist for reference.**
- Removal of all garbage and trash from the property. If trash is left in garbage bins or trash is left for pick up, it must be removed prior to the appointment.
- Close and lock all windows and doors.
- The carpet should be cleaned by a professional cleaning company. If you have a pet a pest treatment is also required. **\*See included approved Vendors and Contractors for reference.**
- The fireplaces should be professionally cleaned and inspected and a receipt provided when turning in keys. **Gas Fireplaces are required to have an inspection and cleaning. \*See included approved Vendors and Contractors for reference.**
- Have the gutters professionally cleaned and provide a receipt when turning in keys. **\*See included approved Vendors and Contractors for reference.**
- Exterior landscaping should be completed. This includes cutting the lawn, weeding the flower beds, edging, and trimming the shrubs (if applicable).
- Inform all utility services and postal services of the departure date and forwarding address.
- Turn off the ice maker and empty the ice bucket (if applicable).
- If your move out appointment is not scheduled to be completed prior to the lease end date and time, please maintain all individually metered utilities on until the day after the Move out Inspection is scheduled. This ensures that we can inspect all electrical outlets, lights and appliances. Failure to do so may result in additional charges against your security deposit for the utility activation and follow up inspection.

**\*\*\*Please review your lease for Tenant Responsibilities during the lease and at Move Out\*\*\***

## **Return of the Security Deposit**

### **THE SECURITY DEPOSIT MAY NOT BE USED FOR ANY RENT DUE (Including Last Month's Rent).**

The security deposit will be refunded per the terms of the lease. Return of the Security Deposit is subject to but not limited to the following provisions:

- Resident has given proper notice. The full term of the Agreement has expired and tenant has complied with all other provisions.
- All charges due including rents and fees, maintenance or repair costs that are a tenant obligation, utility costs that are a tenant obligation and any other fees or charges that may be required to be paid by tenant have been paid in full.
- No damage to premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarred. Tenant understands that any expenses incurred to return premises to the same condition as when tenant moved in, allowing for reasonable wear and tear shall be paid by tenant.
- The entire dwelling, including but not limited to carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cupboards are thoroughly clean and free of insects.
- All debris, rubbish, and all personal property has been removed from premises and disposed of properly.
- The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
- The lawn has been cut and edged, shrubs have been trimmed and debris properly removed from premises.
- **Final utility bills have been provided as agreed upon in the Lease. The last page of this document has a form to be completed and emailed to us along with your final utility bill. We request that you deliver it no later than 35 days after your lease has ended. Upon receipt we will process your final statement.**

**No determination is made at the Move Out Property Review of charges against the Security Deposit. They are made after the Move Out Property Review is completed and the property manager reviews all the information.**

**A final statement will be sent via email along with an itemized list of damages, if there are any noted deductions. The Security Deposit Refund check will be mailed within the time provided in the lease.**

# CLEANING & MAINTENANCE MOVE OUT CHECKLIST

## General:

- Air Vents & Air Intake Vents** – free of dust and filters replaced;
- Baseboards** – Clean and dust free;
- Doors** – Interior and exterior must be clean, including door jambs, door knobs, thresholds and side lights;
- Carpeting** – Must be vacuumed and professionally cleaned; (Tenants are required to use an approved Vendor and must save receipt and provide receipt copy to management at time of vacate). **CARPETS MUST BE PROFESSIONALLY CLEANED AT LEAST 24 HOURS PRIOR TO TIME OF VACATE.** If carpet stains are still present after cleaning, carpeting must be replaced so it is important to ensure that professional cleaning firms guarantee spot removal.
- Fireplace/Wood Stoves** – All cinders & debris shall be removed and swept clean;
- Flooring** – Vinyl and tile floors must be mopped; • Hardwood floors should be swept and damp mopped. **DO NOT STRIP/WAX HARDWOOD FLOORING. CHECK YOUR TYPE OF FLOORING FOR INSTRUCTION ON CLEANING. IF YOU HAVE A PROFESSIONAL SERVICE CLEAN THE PROPERTY, YOU MUST PROVIDE THEM SPECIFIC INSTRUCTIONS ON FLOORING CLEANING (APPROVED VENDORS AND CONTRACOTES ARE NO EXCEPTION)**
- Light Bulbs** – Shall be replaced wherever bulbs have burned out with compatible matching bulb, i.e., energy saving bulb to match prior energy saving bulb;
- Light Fixtures** – Interior and exterior light fixtures must be clean and dust free including fan blades; light globes must be washed, broken globes replaced;
- Light Switch Covers** - Replace damaged or broken receptacle & light switch covers. Covers should match existing.
- Smoke Detectors** - Smoke detectors need to be cleaned, dirt and dust free, and remove all cob webs, etc. Smoke detector batteries should be replaced.
- Trash** – All trash must be removed from premises, not awaiting trash pickup;
- Walls** – Wiped clean, dusted so that no marks are visible and cobwebs are not present. **Painting & Nails:** Please remove all nails on walls. Do not fill holes caused by picture hangers, or touch up paint without approval. If you paint or fill holes and it does not match, you will be charged for all necessary repair and repainting.
- Windows** – Interior & exterior glass cleaned in every room; Window tracks should be vacuumed & free of debris; Screens need to be cleaned and/or replaced or repaired if holes are present.
- Window Sills** – Window sills should be vacuumed and washed in every room;
- Window Treatments** – Mini blinds and curtain rods must be clean and free of dust; Curtains and or valances should be dry cleaned, if applicable;

## Kitchen:

- Cabinets and Drawers** - Wash cabinets and drawers inside and out. Remove any shelf paper. Wipe out drawers with damp rag.
- Countertops and Backsplashes** – Thoroughly cleaned, free of grease, debris and food particles;
- Dishwasher** - All interior and exterior surfaces should be free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals.
- Garbage Disposal** - Disposal should be clean of all food particles and odor free.
- Range Hood/Microwave** - All surfaces should be clean of dust, food particles and grease; Metal filters shall be cleaned or replaced, if applicable; Hood fan light bulb should be operational.
- Refrigerator** – Interior and exterior washed throughout – after removing all bins and racks so that all refrigerator components have been thoroughly cleaned; the seal around all doors should be clean and free of mildew, stains, etc. The condensation (drip) pan under fridge needs to be cleaned if, accessible. The appliance shall be moved so that floor underneath is cleaned and coils behind have been vacuumed; Refrigerator bulbs shall be replaced with compatible bulbs if burned out; If refrigerator is not frost free, freezer must be defrosted; Refrigerator should not be turned off or unplugged, but instead turned to a low setting.

**Stove** - Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood. Remove lower drawer and clean under stove. Wash and dry outside of stove. Drip pans should be replaced if signs of wear are evident.

### **Bathrooms:**

- Bathtubs/Showers** - Clean and remove all stains, dust, lime, mineral deposits and soap residue from bathtubs, toilets, sinks, showers, shower doors, shower surrounds, door tracks, towel bars and built-in soap dishes. Caulk/grout tubs as necessary.
- Floors (vinyl, ceramic, etc.)** - Should be mopped and all base molding and trim cleaned including crevasses and corners.
- Toilets** – Entire toilet fixture shall be scrubbed and disinfected including toilet base, tank top and crevices behind toilet; If stains cannot be removed from toilet seat it should be replaced.
- Sinks/Mirrors/Faucets** – Should be cleaned and chrome should be free of streaks and spots;
- Vanities/Cabinets/Shelving/Towel Bars** – The interior of all medicine cabinets and vanity cabinets must be clean and shelving should be free of rust; If rust cannot be removed, medicine cabinet should be replaced. Contact paper or shelving liners should be removed. Towel bars should be cleaned and/or replaced if broken.
- Walls/Ceramic Tile** - Wash all walls and doors until free from dirt, mildew, marks, etc. Ensure that tile is thoroughly cleaned from all soap scum.
- Exhaust Fans** - Need to be cleaned and free of dust.

### **Exterior:**

- Trash/Debris/Leaves** - Remove all personal belongings from yard and pick up & remove all trash, rubbish and debris. To include cigarettes butts, cigar butts, broken glass, leaves, etc. Gutters & downspouts should be cleaned out and free of debris.
  - Yard Maintenance** - All flower beds around home should be cleaned out and weed free. Lawn should be mowed and edged several days prior to vacating.
  - Siding** – Wash exterior siding if dirt, mildew or marks are present.
  - Carports/Garages/Patios** – should all be broom clean and clear of debris.
  - Trash Cans and/or Recycle Bins** – present at the start of your lease, should remain at the property.
-

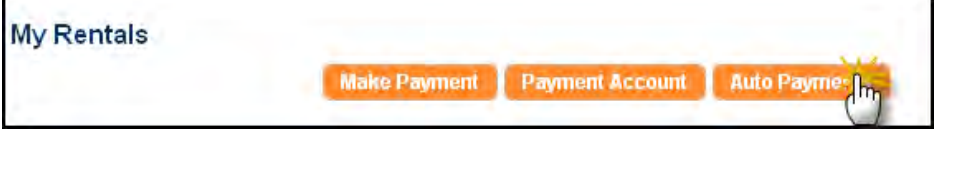
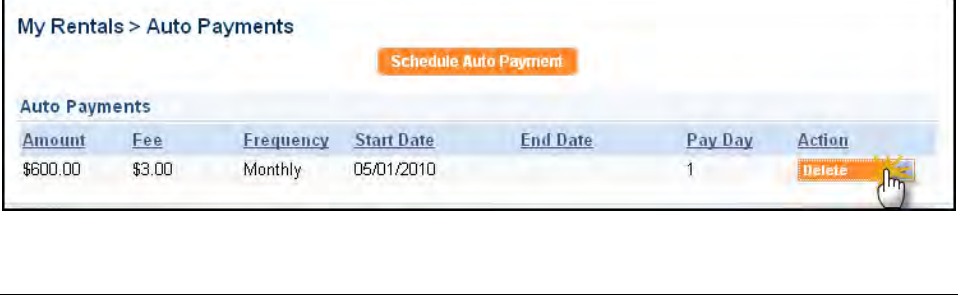
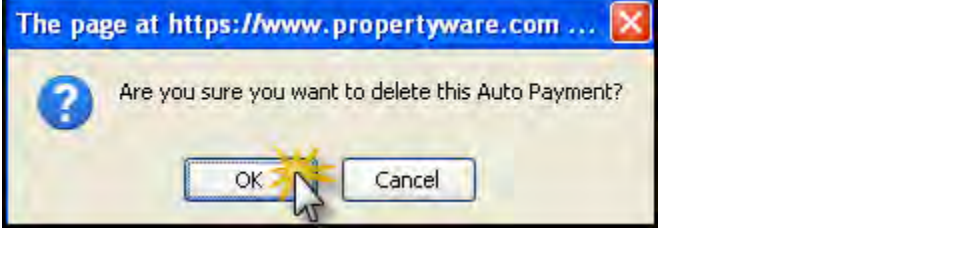
**Approved Vendors and Contractors List:**

<b><u>House and Carpet Cleaning:</u></b> Ash Maids Inc 1(855)-Ash Maids or <a href="tel:18552746243">1(855)274-6243</a> Ash Cleaning & Restoration 1(855)Ash Cleaning or <a href="tel:18552742532">1(855)274-2532</a> <a href="http://www.ashmaids.com">www.ashmaids.com</a> <a href="http://www.ashcleaninginc.com">www.ashcleaninginc.com</a>	45921 Maries Rd. Ste. 180 Sterling VA 20166 <b>(703) 925-0022</b> (703) 584-5066 (703) 925-9332 (fax) <a href="http://www.absolutecarpetcare.com">www.absolutecarpetcare.com</a>	(703) 430-0485 (fax) <a href="http://www.guttermanservices.com">www.guttermanservices.com</a>
<b><u>House Cleaning:</u></b> Maid Bright 46400 Benedict Dr. Sterling, VA 20164 (888) 324-3274 <a href="http://www.maidbright.com">www.maidbright.com</a>  Elite Cleaning Services, LLC 3221 M St NW Washington DC 20007 <b>(202) 644-8295</b> (202) 733-1050 <a href="http://www.dcelitecleaning.com">www.dcelitecleaning.com</a>	<b>Natura Care</b> 32 Dulany Ct Sterling VA 20165 <b>(571) 332-3890</b> <a href="http://www.naturacaredc.com">www.naturacaredc.com</a>	<b><u>Chimney Cleaning: The Chimney Doctor Nova Inc.</u></b> 2817 PS Business Ctr. Woodbridge VA 22192 <b>(703) 551-0005</b> (703) 580-9142 (fax) <a href="http://www.thechimneydoctorva.com">www.thechimneydoctorva.com</a>
<b><u>Carpet Cleaning:</u></b> Absolute Carpet Care Inc.	<b><u>Chimney and Gutter Cleaning:</u></b> <b>J and E Home Service</b> 10118 Hampton Woods Dr. Fairfax Station VA 22039 <b>(703) 853-7395</b> (301) 814-4114 <a href="http://www.jandehomeservices.com">www.jandehomeservices.com</a>  <b><u>Gutter Cleaning:</u></b> <b>Gutterman Services Inc.</b> 45888 Woodland Rd Sterling VA 20166 <b>(571) 287-2728</b> (571) 287-2730	<b><u>Pest Control:</u></b>  <b>Connor's Pest Protection</b> P.O. Box 1480 Springfield, VA 22151 703-321-0400 <a href="http://www.ConnorsPest.com">www.ConnorsPest.com</a>  <b>Pro Tech Termite and Pest Control</b> 7426 Alban Station Blvd. Ste. B-216 Springfield VA 22150 <b>(877) 364-5977</b> (703) 440-8523 (fax) <a href="http://www.protechpest.com">www.protechpest.com</a>



## Deleting Auto Payments

You can delete your auto payments at any time.

Step	Action/Screen														
From the <b>My Rentals</b> or <b>My Account</b> screen, click the <b>Auto Payments</b> button.	 <p>The screenshot shows the 'My Rentals' page with three orange buttons: 'Make Payment', 'Payment Account', and 'Auto Payments'. A mouse cursor is clicking on the 'Auto Payments' button.</p>														
Choose <b>Delete</b> from the <b>Action</b> dropdown.	 <p>The screenshot shows the 'My Rentals &gt; Auto Payments' page. It features a 'Schedule Auto Payment' button and a table of auto payments. The 'Delete' button in the 'Action' column is highlighted with a mouse cursor.</p> <table border="1"><thead><tr><th>Amount</th><th>Fee</th><th>Frequency</th><th>Start Date</th><th>End Date</th><th>Pay Day</th><th>Action</th></tr></thead><tbody><tr><td>\$600.00</td><td>\$3.00</td><td>Monthly</td><td>05/01/2010</td><td></td><td>1</td><td>Delete</td></tr></tbody></table>	Amount	Fee	Frequency	Start Date	End Date	Pay Day	Action	\$600.00	\$3.00	Monthly	05/01/2010		1	Delete
Amount	Fee	Frequency	Start Date	End Date	Pay Day	Action									
\$600.00	\$3.00	Monthly	05/01/2010		1	Delete									
Click the <b>OK</b> button to confirm.	 <p>The screenshot shows a confirmation dialog box with a question mark icon and the text 'Are you sure you want to delete this Auto Payment?'. It has 'OK' and 'Cancel' buttons. A mouse cursor is clicking on the 'OK' button.</p>														





## Tenant Final Statement and Security Deposit Return Form

Please print, complete and email this form along with all the required documents to [Turnovers@PeabodyResidential.com](mailto:Turnovers@PeabodyResidential.com) within 30 days after the lease end date.

Property Address: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Tenant Best Contact Number: \_\_\_\_\_

Best Email

Address for Final

Statement Delivery: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Included with this form is my final utility statement/confirmation of payment, noting a \$0.00 balance.

\_\_\_\_ Water/Sewer

\_\_\_\_ Electric

\_\_\_\_ Gas

I confirm that I have delivered this document within 35 days after my lease end date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**123 Example Rd - Security Deposit Forms** 3 messages

Tenant <\_\_\_\_@gmail.com>  
To: Communication Department <\_\_\_\_@peabodyresidential.com>

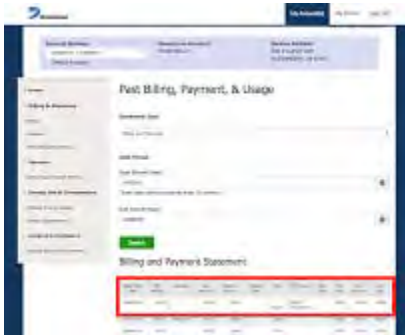
Tue, Jan 2, 2019 at 10:37 AM

Hi,

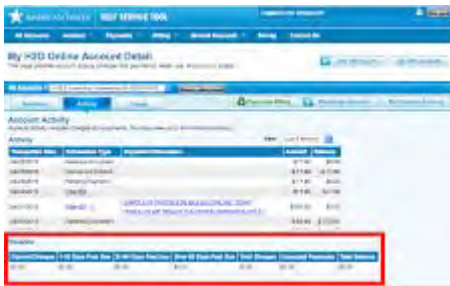
Attached is our Final Statement and Security Deposit Return Form as well as proof of \$0 balances for Water (Virginia American), Sewer (AlexRenew), Electric (Dominion), and Gas (Washington Gas). Please let me know if you have any questions at all!

Thanks,  
Tenant

**5 attachments**



**Dominion.png**  
146K



**Virginia American Water.png**  
146K



**AlexRenew.png**  
151K



**Washington Gas.pdf**  
110K



**Tenant Final Statement Form.pdf**  
448K