



TWENTY (20) DAY NOTICE TO VACATE

I (we), _____ (TENANT'S NAME),
on this day, _____ (DATE), do hereby give notice to vacate the premises
located at _____ (ADDRESS).
Home Phone # _____ Work Phone # _____
Date Vacating Unit: _____ (key delivery date)

Tenant acknowledges that they have received notice that the above rental will be shown. Showing hours are normally from 9:30 a.m. to 4:30 p.m.; and all prospective tenants will be accompanied by an agent. Please indicate which of the following is most convenient for you. Tenant understands if they are not available as indicated, the home will still be shown.

An agent will always call to arrange convenient times.

- ___ Show anytime during the above hours -No notice required and I need not be present.
- ___ I prefer that the unit not be viewed without someone being home. I will see that someone is there between 9:30 a.m. and 4:30 p.m..
- ___ Someone is always at home. Please give one hour notice prior to showing.

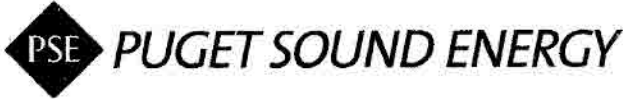
FORWARDING ADDRESS: _____

(for the purpose of _____
returning deposits)

The above tenant(s) acknowledges that he received a copy of the move-out Vacating and Cleaning Specifications and understands that all applicable items must be completed when keys are turned in or additional days rent will be charged and associated costs will be deducted from their deposits.

Signature _____ Date _____

Signature _____ Date _____



NOTICE OF CHANGE OF TENANTS

To assist us in billing please complete this form when a tenant moves in or out and mail to us promptly. PLEASE PRINT. Thank you.

APARTMENT COMPLEX NAME			
SERVICE ADDRESS	APT. #	CITY	
TENANT NAME (first, middle, last)			
CARE OF	WORK PHONE ()	EXT.	
MAILING ADDRESS (if different)	HOME PHONE ()		
CITY	STATE	ZIP	
EMPLOYER	LENGTH OF EMP.	SOCIAL SECURITY #	

MOVE-OUT INFORMATION

**In order to prevent discrepancies in move-out dates and meter readings,
we request that tenant(s) sign out for utility service. Thank you.**

MOVE-OUT DATE			
TENANT'S FORWARDING ADDRESS			APT. #
CITY	STATE	ZIP	
CO-CUSTOMER'S FORWARDING ADDRESS			APT. #
CITY	STATE	ZIP	
APARTMENT MANAGER/LANDLORD			DATE
TENANT			DATE

Cascade Property Services, LLC

1070 NE Goldie Road #1, Oak Harbor, WA 98277

360-679-4600

VACATING AND CLEANING SPECIFICATIONS

The Landlord will inspect the premises upon termination of the tenancy. Please make an appointment if you wish to be present.

Cleaning and repair charges for contract labor and materials will be charged to the vacating tenant. Cleaning fees will be charged against Security Deposits if the Premises is not cleaned satisfactorily. Repair costs will be charged against Security Deposits for the correction of discrepancies relating to Tenant abuse and negligence. An itemized statement, together with any refund payment, will be mailed to the forwarding address of the vacating Tenant within fourteen days after termination of the rental agreement and vacating of premises.

While general cleaning techniques are obvious to most, please make note of the following items that will ensure a smooth and proper move-out experience:

WALLS – Magic Eraser-type cleaning pads are exceptional for removing marks, marks, and dirt. **Tenants should utilize the type of nail-hole filler/spackle that feels like an empty container** (it's really light). This product requires no sanding and will only fill the hole –not build-up and leave a mound or ancillary blemish. Holes filled with another product that is visible other than the hole intended to fill will require repair and therefore will inevitably incur charges to tenant.

CARPETS – Must be professionally cleaned by a truck-mounted extraction system. It is the tenant's responsibility to choose the carpet cleaning company; ensuring that it utilizes a truck-mounted system. Do not turn off water services before carpet cleaning; because the process requires fresh water. If pets were on the premises, a carpet deodorizer must be applied by a carpet company (not all companies offer this service) and a flea treatment must be performed by a pest control company. **All receipts for carpet cleaning and deodorizing and flea treatments must be submitted at the time of vacancy.**

KITCHEN – Range, oven, hood and exhaust fan inside and out; including under burner rings and broiler pans. Refrigerator includes trays, racks, drawers and underneath and behind. **DO NOT** chip off ice... it will damage to the unit. Please do not unplug unit.

MISC – Windows (inside and out) shall be cleaned; including window tracks and window coverings. Baseboard heaters and furnace filters shall be cleaned/vacuumed. Lawns shall be mowed and weeded. No garbage, trash, boxes or debris shall be left on Premises. Submit final paid billed receipts for all Tenant paid utilities. Don't forget to notify the post office of address change.

Please know that your tenancy was valued. We hope you enjoyed the Premises and that your move will be pleasant. Remember to maintain record of our address and phone number for any future reference needs.

Thank you,
Cascade Properties Management Team