



Tenants' Notice of Termination of Tenancy

Name: _____
Current Address: _____
Unit #: _____
Phone Number: _____

You are hereby informed and notified that the undersigned tenants of the above address will vacate said premises on or before (date) which is the last day of a Rental Period. This notice complies with RCW 59.18.200 that requires parties to a Month-to-Month Rental Agreement to give the other party at least 20 days' notice prior to the end of next rental period.

This notice is given this _____ day of _____, 20_____, which is at least twenty (20) days PRIOR to the expiration of the monthly rental period.

The Security Deposit Report and refund, if any, shall be mailed within twenty-one (21) days of legal termination when keys are returned, to your new address.

New Address: _____
Unit #: _____
City: _____ State: _____
Zip: _____

Unit and mailbox keys, also garage remotes must be returned to The Home Source of Yakima office by 4 PM on the last day of the month. If that lands on a weekend, put them in an envelope and use the drop box at our office. If keys are not returned by then, by state law, you are considered to be a hold-over tenant and will be responsible for the entire next month rent or until it is rented the following month.

Tenant

Tenant

Home Source Representative

Date

Reason for vacating:

TRANSFER: YES/NO

Confirmation of Notice to Vacate

Dear Tenant,

We received notice that you are vacating. This notice complies with RCW 59.18.200 that requires written notice of twenty days or more, preceding the end of any of the months or periods of tenancy, given by either party to the other. If it does not, you are responsible to pay the following month's rent.

- We do not pro-rate move out's unless you are a transfer within Home Source.
- If you are breaking your lease, you will owe monthly rent until it's re-rented.
- Please let us know if you need to cancel your move out request ASAP.
- Provide us with your current phone number and forwarding address and state the reason you are moving.
- Call ALL utility companies to remove your name as of the date you are turning keys in.
- Change your address at the Post Office.
- If anything is left at the unit, we will charge a fee to haul it to the dump.

1. ALL KEYS & REMOTES (unit-mailbox-secured entry) must be returned to The Home Source of Yakima office by 4 PM on the last day of the month. If that lands on a weekend, return the keys on the Friday before. If keys are not returned by then, by state law, you are considered to be a hold-over tenant and **will be responsible for the entire next month rent** or until it is rented the following month.

Key Charge if NOT returned

\$50 Mailbox

\$100 Garage Remotes

\$100 Per Unit Door

2. **Please leave your heat on and set at 55 degrees during cold months.** In cold weather, if pipes freeze due to thermostat being turned off, you will be responsible for the plumbing repair. In summer months, **leave your AC off.**

It is your responsibility to leave the property clean and in good condition at the time of vacating, including but not limited to the following:

Exterior

- Patio / Balcony
- Garage cleaned and swept out
- ALL garbage & waste picked up from yard & property
- If applicable, yard to be mowed and watered, gardens weeded within the last week of occupancy.

General Living Area

- Walls should be washed and all stains removed.
- **Do not remove nails, patch nail holes or paint walls.**
- Blinds should be cleaned.
- Windows should be washed.
- Light fixtures, windowsills, and shelves
- All tile and wood floors
- Carpets should be vacuumed
- Closets
- Leave a clean filter in your HVAC unit.
- Lightbulbs replaced in unit

Kitchen

- Refrigerator should be emptied and cleaned.
- Stove/Oven/Hood & Exhaust fan should have the oven pans, broiler grills, and shelves cleaned.
- Dishwasher & disposal should be clean and in operating condition.
- Cabinets & drawers
- Sinks, faucets, counter

Bathroom(s)

- Tile/flooring
- Medicine chest, cabinets, mirror, shelves, and drawers
- Tub, sink, showers, faucets, toilet, floors & ceilings

Use the condition report you received at move in for a more in-depth checklist.

The security deposit disposition will be completed and mailed out within 21 days of receiving keys. This will be mailed to your last known address if you did not provide us with your forwarding address.

Thank you for renting with The Home Source of Yakima!