

Hager Rental Management, LLC

Thirty-Day Notice to Vacate

Date: _____

Name: _____ Email: _____

Phone Number: _____ Hager Address: _____

IMPORTANT: If you have monthly withdrawals to pay your rent that need to be stopped, that is YOUR responsibility to stop them. We cannot do it on our end.

Please complete: # of bedrooms _____ # of baths _____
 Landlord washer/dryer? Yes/No Garage: Yes/No
 Current Rent: _____ Townhouse or One Level?
 Utilities Hager Pays: _____ water/sewer _____ electric _____ all _____ none

Reason for Moving: _____

Date Unit Will be Vacant: _____

This serves as notice to Hager Rental Management that I will be vacating the above premises on the date indicated. Per my lease agreement, I understand that I must pay my last month's rent in full. I understand that I must turn in my keys and be completely moved out on this date; otherwise I will owe the entire next month's rent. Should I decide to cancel or postpone this notice, I will notify Hager immediately. I understand that it might be impossible to grant this request if my apartment has already been rented.

Tenant's Signature

Forwarding Address

_____ City State Zip

Conditions for Receiving Security Deposit/30-Day Notice Policies

1. Hager Rental Management requires a full 30-Day Notice to vacate. If tenant does not give the full 30 day notice before keys are turned in or does not give notice at all, tenant will be charged an extra month's rent and forfeit their deposit.
2. All keys must be returned with a forwarding address. **Rent will continue until keys are returned to office.**
3. Tenant must be in compliance with all conditions of lease to receive security deposit back.
4. Current and delinquent rent, legal fees, and late charges must be paid in full.
5. Apartment must be completely cleaned. This includes refrigerator (defrost if necessary), flooring, stove, counters, cabinets, etc. **See copy of potential move-out charges attached to this form.** Report any damages in writing.
6. Remove all personal belongings including food, debris, trash, etc. from the unit, yard, deck, and patio.
7. Heat must be left on at least 60 degrees during the cold months and the air to 75 during warm months.
8. Fully secure the unit by locking all doors and windows.
9. Replace burned out light bulbs.
10. Pay last month's rent in full. Rent will be prorated back to tenant once keys are turned in.

It is agreed that the refund goes to: _____

Notice Received by: _____ Date: _____

Tenant Copy of Move-Out Charges

updated 2/2024

Loss Suffered by Landlord		Electrical/Appliances	
Unpaid rent	_____	Replace light fixture globe \$25.00+ _____	
Unpaid late fees	_____	Replace light fixture \$100.00+ _____	
Rent loss due to vacancy	_____	Replace electrical switch/outlet \$5.00+ _____	
Cleaning		Replace microwave \$200.00+ _____	
Clean refrigerator	\$50.00+ _____	Replace refrigerator \$620.00 - \$645.00+ _____	
Clean stove top	\$20.00+ _____	Replace range \$650.00+ _____	
Clean oven	\$30.00+ _____	Replace dishwasher \$350.00+ _____	
Clean stove hood	\$20.00+ _____	Replace stove drip pan \$9.00+ ea. _____	
Clean microwave	\$20.00+ _____	Replace refrigerator shelf \$50.00+ _____	
Clean dishwasher	\$10.00+ _____	Replace stove/oven knob \$65.00+ _____	
Clean washer/dryer	\$10.00+ ea. _____	Replace washer/dryer knobs \$35.00+ ea. _____	
Clean w/d shelving	\$10.00+ ea. _____	Lightbulb \$5.00+ ea. _____	
Clean kitchen cabinets	\$30.00+ _____	Plumbing	
Clean tub/shower & around	\$25.00+ _____	Replace faucets \$200.00+ ea. _____	
Clean toilet	\$20.00+ _____	Replace faucet handle \$12.00+ _____	
Clean sink	\$15.00+ _____	Replace toilet seat \$25.00+ _____	
Clean bathroom cabinets	\$15.00+ _____	Replace toilet \$150.00+ _____	
Clean cobwebs	\$25.00+ _____	Replace garbage disposal \$110.00+ _____	
Clean vents	\$15.00+ _____	Outside spigots \$75.00+ _____	
Flooring		Windows	
Clean kitchen/dining/living/laundry floor	\$60.00+ _____	Clean window \$5.00+ ea. _____	
Clean bathroom floor	\$30.00+ ea. _____	Replace window pane (sgl) \$75.00+ _____	
Vacuum throughout dwelling	\$40.00+ _____	Replace window pane (dbl) \$200.00+ _____	
Shampoo carpet	\$80.00+ _____	Replace blind \$50.00+ _____	
Remove carpet stains	\$80.00+ _____	Rescreen window screen \$35.00+ _____	
Deodorize carpet	\$85.00+ _____	Replace window screen \$45.00+ _____	
Repair carpet	\$150.00+ _____	Miscellaneous	
Replace carpet/pad	\$300.00+ _____	Replace countertop \$350.00+ _____	
Replace vinyl kitchen/living/dining/laundry	\$375.00+ _____	Replace mirror \$75.00+ _____	
Replace bathroom vinyl	\$350.00+ _____	Replace towel bar \$18.00+ _____	
Spray KILZ for pet odor per room	\$150.00+ _____	Replace shower curtain rod \$17.00+ _____	
Walls		Replace smoke detector \$25.00+ _____	
Remove mildew/treat surface	\$15.00+ _____	Fumigate for fleas \$125.00+ _____	
Cover crayon marks	\$35.00+ ea. _____	Remove trash/personal belong \$100.00+ _____	
Repair hole in wall	\$50.00+ _____	Dumpster fees \$100.00+ _____	
Remove wallpaper	\$150.00+ _____	Remove satellite dish \$125.00+ _____	
Repaint (per wall/ceiling)	\$150.00+ _____	Garage/Parking Spaces	
Repair baseboard	\$20.00+ _____	Replace garage door opener \$75.00+ _____	
Spray KILZ (per wall/ceiling)	\$150.00+ _____	Replace garage door \$800.00+ _____	
Doors		Clean greasy parking space \$50.00+ _____	
Paint interior door	\$50.00+ _____	Furnished Apartments	
Replace interior door	\$150.00+ _____	Replace small appliance \$50.00+ _____	
Replace exterior door	\$330.00+ _____	Replace dishes/glassware \$50.00+ _____	
Install Exterior door	\$125.00+ _____	Replace cookware \$50.00+ _____	
Replace patio door	\$850.00+ _____	Replace silverware \$40.00+ _____	
Labor to replace patio door	\$250.00+ _____	Replace linens \$50.00+ _____	
Replace patio door screen	\$90.00+ _____	Laundry \$25.00+ _____	
Rescreen patio door screen	\$65.00+ _____	Clean furniture \$50.00+ _____	
Sand & stain interior door	\$45.00+ _____	Replace furniture \$100.00+ _____	
Pet damage	\$50.00+ _____	Labor Fees	
Locks		\$45.00/hr. _____	
Replace set of keys	\$10.00 _____	<p><i>The above is a list of itemized charges for work/repairs done when a tenant or tenants moves out. These charges are approximate and may be less or more due to the amount of work done.</i></p>	
Replace lock	\$35.00 _____		