



102 W. Main St., Suite 202  
Everson, WA 98247  
(360) 778-3709

## INTENT TO VACATE NOTICE

If you are moving out and other roommate(s) are remaining at the property, please be advised that you will need to sign a Change of Resident Status form along with all remaining tenants in order to be completely removed from the lease. Until the entire process is complete, you are still responsible for the terms and conditions of the lease.

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

\_\_\_\_\_  
Tenant(s)

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Forwarding Address(es)

\_\_\_\_\_  
Notice Date

\_\_\_\_\_  
Date Vacating

\_\_\_\_\_  
Lease Expiration Date

Please check one:  Lease Ending  Change of Tenancy  Lease Take-Over  Breaking Lease

Reason for Moving: \_\_\_\_\_

I/We understand that I/we may be contacted by phone to schedule showing appointments with 24 hours notice. The numbers to contact me/us is: \_\_\_\_\_

I/We understand that I/we are required under the Washington State Residential Landlord Tenant Act RCW 59.18.200 to give twenty (20) days notice prior to the end of the rental period. IF WRITTEN NOTICE IS NOT GIVEN TWENTY (20) DAYS WRITTEN PRIOR TO THE END OF THE LEASE AGREEMENT, I/WE WILL BE HELD LIABLE FOR RENT FOR THE NEXT RENTAL PERIOD UNLESS THE UNIT IS RE-RENTED.

I/We are required to turn the keys in the Mission Realty, LLC Management office no later than **12:00 PM** on the last day of the tenancy, in accordance with my/our lease agreement.

If I/we are terminating our lease for whatever reason prior to full term of our lease, I/we shall be fully responsible for rent until a new, qualified tenant is secured. In addition, I/we shall be responsible to pay the leasing fee plus all necessary cost to secure a new tenant, including but not limited to advertising costs, unpaid utilities and lease fee of up to a full month rent, statutory costs and reasonable attorney fees and costs as provided by law and forfeiture of the entire deposit for the remaining term of this lease agreement.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

You can email this form to [Missionrealty1@gmail.com](mailto:Missionrealty1@gmail.com) or mail it to the address at the top of the page.

# MOVE — OUT CLEANING GUIDE

Mission Realty, LLC, inspects the turnover unit for cleaning and damages after the keys are returned. We do not allow tenants to return to the unit and perform extra cleaning after the inspection. Licensed professionals will be dispatched at the tenant's expense for all items requiring attention. Please utilize this guideline to increase the level of cleanliness within your rental unit and to afford yourself the opportunity to recoup the maximum amount possible from your damage deposit. The residence must be completely cleaned of all personal items, person debris, and cleaning items and restored to move-in condition (inside and out) prior to check out, less normal wear and tear and any owner/agent approved tenant improvements, before the walk-thru move-out inspection is done.

**YOU MUST HAVE ALL ITEMS REMOVED AND THE KEYS RETURNED TO OUR OFFICE BY 12:00 PM ON THE LAST DAY OF YOUR TENANCY.**

**Kitchen: Pull all appliances away from the wall. Clean backs and underneath of all appliances.**

- Refrigerator: Clean all racks, shelves, bins, trays, door seals, drawer, sides, top back adjacent walls and floor.
  - o **Leave unit turned on.**
- Freezer: Defrost, empty defrost pan, and clean interior.
- Range: Clean oven, racks, doors, glass, cracks and crevices, drip pans, and etc.
- Sink: Clean and polish the basin, rim, handles, spout, cracks and crevices. Be sure garbage disposal is clean and free of debris.
- Oven Hood: Clean the body inside and out, filter, light lens, fan blades and motor, switches and vent fins.
- Dishwasher: Clean and polish the door inside and out, basin, racks, controls, cracks.

**Bathroom:**

- Sink/Tub/Shower: Clean and polish the basin, rim, handles, and spouts.
- Toilet: Clean the bowl inside and out, tank and lid.
- Miscellaneous: Clean and polish mirrors, hardware, towel bars and ring.

**All Rooms:**

- Floors: Vacuum carpets, clean and wax all floors. **(Carpets will be professionally cleaned and deducted from deposit per lease.)**
- Windows: Clean all panes, sills, tracks and frames.
- Window Coverings: Clean drapes, blinds and rods.
- Walls and Ceilings: Clean cobwebs, dust, dirt, etc.
- Doors: Clean frames, body inside and out.
- Counters: Clean all tops, back-splashes areas, and corners.
- Cabinets and Closets: Clean all shelves, drawers, doors on fronts, inside and out.
- Fixtures: Remove, clean and reinstall light covers (replace burned out bulbs and face plates). Wipe down all switches, outlets and electric baseboards.

**Miscellaneous:**

- Clean washer/dryer, lint traps, and filter doors. Vacuum dryer vent, if necessary.
- Clean the deck/patios.
- Clean fireplace and/or woodstove of all ashes, wood, etc.

**Exterior:**

- Mow grass, weed planters and flower beds, edge and prune yard.

**Cleaning: A charge of \$30.00 per hour will be made and deducted from the deposit for labor required to clean the unit after it is vacated.**

**Damage: A charge will be made and deducted from the deposit for the cost of restoring the rental unit to its condition prior to tenant's occupancy, except for normal wear and tear.**