

_____/____

Dear _____ :

This letter confirms receipt of your **Notice to Vacate** the premises commonly known as _____ on or before _____.

Please note that if your planned vacate date does not coincide with the end of a monthly rental period, you will be responsible for payment covering the full rental period.

(RCW 59.18.200). Notice to vacate must be supplied in writing 20 days prior to the end of any given rental period. Your rental period is from the first day of each month and ends on the last day of each month.

This means notice must be received on the 10th or 11th of any given month depending on how many days there are in a specific month. February is the only month with less than 30 days and notice must be given 20 days prior to the end of that month as well.

We do not pro-rate rent for the month you vacate. The full monthly rent must be paid even though you might vacate prior to the last day of the month for which you gave notice.

Please return the enclosed **information form** as soon as possible. We will need to show your unit to prospective tenants. The information that you provide us will help greatly in the showing of your unit and timely refund of any deposits owed to you.

A copy of your signed "Damage, Cleaning and Security Deposit Agreement" and "Statement of Condition Report" will be provided upon request to assist you in your move out requirements.

UNIT SHOWINGS These are done either by appointment or on a "call first then show" basis. If you are not at home, we would like permission to enter. If you should have a problem with anyone coming to your door without an appointment or without the resident manager, please tell him or her to call Quorum at 283-6000. You are not obligated to let them in, and in your best interest, we ask that you **do not** allow them access.

_____/_____
/

CLEANING Please note your signed “Damage, Cleaning, Security Deposit Agreement” form. Appliances, floors, interior windows, window blinds, bathroom fixtures, light coverings and general dusting are among the required cleaning items. The carpet must be vacuumed in preparation of professional cleaning. The cost of the cleaning of carpets and window coverings will be a deduction from the security deposit.

DAMAGE/MISSING ITEMS Unless noted on your original walk-through “Statement of Condition Report,” any damaged or missing items requiring repair or replacement will be charged against your account. Common items such as burned-out or missing light bulbs, discharged or missing smoke detector batteries will be charged to your account for required labor and/or replacement item cost.

TRASH REMOVAL Take all personal belongings with you, including items you no longer want. If we have to remove anything we will pass on any charges to you. Please make sure that your garbage and recycling are empty when you vacate, or arrange to move the carts to the street for pickup and return to the house or unit when emptied. We cannot be responsible for getting garbage/recycling to the street or alley for pickup.

UTILITIES Call for closing bills to applicable utilities:

- **Seattle City Light (206-684-3000):** Request a closing bill giving your effective date of vacate and forwarding address.
- **Puget Sound Energy (1-888-225-5773):** Request a closing bill giving effective date of vacate and forwarding address.
- **Seattle Public Utilities water/sewer/garbage (206-684-5900):** Quorum will request a closing bill giving date of tenant vacate and water meter reading. This bill will be paid by Quorum and will be deducted from deposits held.
- **Heating Oil: *Call your oil company and request a tank measurement on day of vacate.*** Have them deliver the measurement to Quorum for credit to your account.
- **Eastside Disposal:** (includes Shoreline area – 206-682-9730)
- **Shoreline Water District (206-362-8100):**
- **Snohomish County PUD (425.783.1000):** Request a closing bill giving your effective date of vacate and forwarding address.

INSPECTIONS We inspect only when all personal property is removed, cleaning is finished and all keys are returned. Remember that keys must be returned to the property manager’s possession. If you keep the keys in your possession beyond your



vacate date, you will be charged rent and utility fees until they are returned and possession is returned to the Landlord.

DISPOSITION OF DEPOSITS All deposit refunds will be made within twenty one (21) days from the day you vacate the premises and return possession to the Landlord.

We appreciate all your help and cooperation and we wish you the best in your future.

Sincerely,

Property Manager
Quorum Real Estate Property Management, Inc.

____/____

Agent:

Dear Tenant:

Please fill out the following and return it in the enclosed addressed envelope.

This information will help us a great deal in securing a new tenant for your unit. It will also help us to get your security deposit refund made as quickly as possible.

Name: _____ Last day of tenancy: _____

Address: _____ Unit #: _____

Phone Numbers:

Current:

(H) _____ (W) _____ (C) _____ (Other) _____

New:

(H) _____ (W) _____ (C) _____ (Other) _____

New Address: *If not available, please advise our office as soon as possible*

Address: _____ City: _____ State: _____ Zip Code: _____

We will be needing to show your home to prospective tenants and would like to know if there are any specific times that you would prefer us not to show your unit:

Please indicate if there are any special instructions regarding the key, locks, etc.:

If you have any pets, please indicate their name and any special instructions or comments regarding the pets when the Quorum Agent(s) are showing your address:

Other Comments: _____

Thank you for your assistance and cooperation on this matter.