



7150 W. Potomac Drive, Boise, Idaho 83704  
208-321-1900 phone 208-321-1901 fax

## OFFICIAL NOTICE TO VACATE FORM

**Current Date:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Reason for moving:** \_\_\_\_\_

I (we), \_\_\_\_\_, do hereby give the official notice to vacate for the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for a minimum of 30 days from the day this notice is received by First Rate Property Management, or until the end of my (our) current lease term, whichever is longer. If the term of the lease is not fulfilled I (we) understand additional expenses may apply.** If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **FRPM representative** no later than \_\_\_\_\_ . If keys are not surrendered by this day, I (we) understand I (we) will be charged for rent for each day until keys are returned. I (we) understand all keys and controls must be turned into a FRPM representative in person or by delivering all keys and controls to the FRPM office located at 7150 Potomac Dr., Boise, ID 83704. Any changes to the move out date must be submitted in writing. If you decide to retract the Notice to Vacate, the request must be submitted in writing and approved. The tenant understands that they will be charged for the cost of advertising for their unit for the amount of days on notice if they retract. During the period of this notice I (we) are aware that First Rate Property Management, Inc. will be showing the property to possible future tenants, providing reasonable notice is given. **I (we) understand that if we use the online payment system to pay the rent, it is our responsibility to notify the online 3<sup>rd</sup> party to cancel any upcoming transactions. If I (we) fail to do so, FRPM will not be held responsible for any funds withdrawn. I (we) understand that any prorated rent amounts will need to to FRPM in the form of a check or money order instead of using the online payment system for the final pro-rated move out rent.**



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**WE ARE GOING PAPERLESS! PLEASE PROVIDE AN E-MAIL ADDRESS SO WE MAY SEND YOU A COPY OF YOUR 30-DAY NOTICE.**

**TO ENSURE TIMELY PROCESSING OF THE ITEMIZED DEPOSIT STATEMENT, PLEASE PROVIDE A FORWARDING ADDRESS BELOW:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
New Phone Numbers

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
E-Mail Address (PLEASE PRINT CLEARLY)



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## **WALK-OUT GUIDELINES**

As you prepare to move from your residence on the date provided on the official Notice to Vacate form, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

**NOTICE:** Tenant must complete the official Notice to Vacate form. These forms are available at the office and can be picked up or mailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the FRPM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

**RENT:** Tenant is responsible for rent up to the 30<sup>th</sup> day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in late fees. Example: Tenant gives FRPM Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 1st, late fees will be applied.

**UTILITIES:** Tenant is responsible for maintaining utilities for up to the 30<sup>th</sup> day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in lease violation fees. Example: Tenant gives FRPM Notice to Vacate on November 10th, tenant is responsible for all "Tenant Responsible" Utilities through 10 days in December. If the 10-days of utilities are not maintained by the tenant, lease violation fees will be applied along with the charges for the utilities.

**EXTENSIONS:** If Tenant wishes to stay longer than specified on the official Notice to Vacate form, the tenant must contact the office IN WRITING to submit their request to extend their notice. If the extension is acceptable, tenant must complete a new official Notice to Vacate form to show the new move out date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. Example: Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant submits their request in writing to extend their notice.. If approved, Tenant completes new 30-Day Notice to Vacate form, to show a move out date of December 12<sup>th</sup>. On or before the December 1<sup>st</sup>, tenant must pay 12 days of pro-rated December rent or will be charged late fees.

**EARLY DEPARTURE:** If tenant vacates prior to the 30<sup>th</sup> day of the notice to vacate, tenant should notify FRPM and turn in all keys. Tenant is still responsible for rent until the 30<sup>th</sup> day of the notice to vacate. FRPM will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30<sup>th</sup> day of the notice to vacate, pro-rated rent shall be given with the refund of the Security, Cleaning, and Damage Deposit.

**KEYS:** Tenant will be charged rent until all keys and garage door openers are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. Example: Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated



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*December rent, but did not turn in the keys until December 15<sup>th</sup>. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.*

## **WALKOUT INSPECTION**

**Note: FRPM representatives are not cleaning or maintenance experts. They do not own a cleaning company and they do not perform maintenance. All inspection reports are forwarded to sub-contractors to complete the work; therefore FRPM representatives are unable to provide any types of quotes or estimates for required cleaning and repairs.**

A walkout inspection will be performed with or without you. The following requirements are necessary to schedule a walk-out inspection with Tenant: (1) Tenants desiring to be present at the Walkout Inspection will need to schedule it with the Maintenance Team as soon as possible in order to get a time that is most convenient for them. (2) The unit must be completely empty, vacant, and clean in order for the FRPM representative to perform the inspection. (3) No follow-up inspections are made, so do your best to have everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires cleaning prior to new tenants, cleaning charges will incur at tenant's expense.

**CLEANING:** Enclosed with this letter is an additional cleaning inspection checklist. Perform the cleaning as outlined as well as the move out inspection checklist as well as the checklist that is provided with the Letter of Acknowledgement. These checklists have been provided in order to help minimize or eliminate additional costs to the tenants that are incurred upon moving out. **CAUTION:** Very few tenants perform all of the cleaning issues on these checklists or fail to do so satisfactory. **It is highly recommended that tenants follow the above Walk-Out Inspection procedures.**

**CARPET CLEANING:** Carpet cleaning is automatically performed after tenant vacates the property with an FRPM approved contractor and the cost is automatically deducted from the security, cleaning, and damage deposit. **FRPM will not honor any receipts for carpet cleaning.**

**DAMAGES:** Tenant shall be charged for the repair of all damages, unless otherwise noted on the Move-In Inspection Sheet. It is the tenant's responsibility to complete this inspection sheet and to turn the original into the office. It is highly recommended that tenant keep a copy for themselves. Our office will gladly make these copies at no cost. *Example: Tenant moves in and notices that the blinds were damaged and FRPM was unaware that the blinds were damage. Tenant fails to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and FRPM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

**REMOVAL OF TRASH AND BELONGINGS:** Tenant is required to remove all belongings and trash from the property, and cannot be left on the Premises. - **DO NOT LEAVE FURNITURE OR LARGE ITEMS IN**



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**OR BESIDE THE DUMPSTER AND/OR TRASH CANS.** If a vendor must be sent out to remove the belongings not picked up by the trash company, the trash/item removal will be considered a Tenant charge.

**MAIL: FRPM IS NOT RESPONSIBLE FOR PICKING UP OR FORWARDING MAIL.** Please contact the postal service to put in a Change of Address Request to ensure the mail is sent to your new address. All mail keys must be turned in with all other issued keys and cannot be kept to be turned in at a later date. It is recommended that the Change of Address request is submitted to the postal service as soon as possible to avoid any delays.

**LIGHT BULBS, SMOKE DETECTORS, ETC:** Tenant is responsible for maintaining all smoke detectors and any additional CO detectors during occupancy. Tenant is responsible for replacing all expired/missing: light bulbs, smoke detector batteries, separate CO detectors, appliance light bulbs, and furnace filters. The cost to replace them will be at the tenant's expense.

*By signing this document, I acknowledge I have read through the entire move out guidelines provided by First Rate Property Management. By signing this document, I understand and agree that if my account with First Rate Property Management becomes delinquent and payment is not made on amounts owing under the terms of my tenancy, and the balance is placed with a licensed collection agency, I agree to pay the fees of the collection agency, which amount is theretofore agreed to be 50% of the outstanding balance at the time the account is placed for collections. The 50% collection agency fee will be calculated and added at the time the account is placed into collections.*

**Tenant Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_