



Dear Tenant,

We must have your 30 day notice in writing. *Your notice will not become valid until the completed 30 Day Notice to Vacate Residence form is received by our office.* Make sure to include your forwarding address so final paperwork and any security deposit refund can be returned to you.

If the 30 Day Notice to Vacate Residence form is not signed and returned immediately, you may be required to submit a new 30 day notice. If you have decided not to move, please contact us as soon as possible.

You are responsible for 30 days of rent from the date we receive the signed 30 day notice. The 30 Day Notice to Vacate Residence form explains how to estimate your prorated rent for the month of move out. This rent is due as normal and subject to a late fee if not paid on time. Failure to vacate the property by the date listed on the form will result in a double, daily rental rate charge.

Lease break fees are incurred in accordance with your contract. If you have a lease break fee and you are unable to pay the amount in full before you vacate, please call the office to set up a payment plan.

Unpaid accounts without a payment plan 60 days after move out may be sent to collections.

Please call us with any questions at 503-485-2600.

Thank you,

Crown Property Management, Inc.

Site: 357 Glen Creek Rd. NW • Salem, OR 97304 • **Mail:** PO Box 5790 • Salem, OR 97304
Telephone (503) 485.2600 • **Fax** (503) 399.3988
info@crownpm.net • www.crownpm.net

30 Day Notice to Vacate Residence

Crown Property Management, Inc.

Date: _____

Phone Number: _____

Name(s): _____

_____ and all others

Rental Address: _____

This 30 day notice is not valid until this form is completed, signed, and received by our office. If you decide not to move after submitting this form, please contact our office immediately.

I/We, the Tenant(s) of the above listed rental property, hereby give at least 30 days notice to vacate the premises according to Oregon Law. **I/We will be vacating the premises on ____/____/____.** It is agreed that possession of the premises will be delivered to management on this date.

I/We understand that failure to vacate the premises by the date noted above will result in a double daily rental rate charge which will be charged and/or deducted from the security deposit. I/We agree that the residence may be shown at reasonable times to prospective renters prior to move-out date.

Reason for Vacating: _____

Forwarding Address: _____

*Please include a forwarding address so that any deposit refund may be returned to you.

Final Month Prorate Rent Due on the 1st (If paid after the 5th, Tenant will be charged a late fee).

Tenant(s) are responsible for calling our office to verify prorated rent. This amount is subject to correction or change as part of final accounting. Tenant(s) are responsible for a minimum of 30 days of rent. **If tenant pays automatically online, it is the tenant's responsibility to stop the payment or adjust accordingly.**

Lease break fee \$ _____ (Lease break fee = 1½ times total monthly rent)

If Tenant(s) attempt to terminate a rental agreement for a specific term without complying with a valid early termination clause, or if this notice fails to comply with Oregon law in any respect, the signature of Owner/Agent does not constitute an acceptance of the termination and does not relieve Tenant(s) of all amounts due under the Rental Agreement.

At time of move-out return all keys to our office. Leave garage door openers on the kitchen counter. Damage found other than normal wear and tear will be charged to Tenant(s). **All Tenants must sign below.**

Tenant Date Tenant Date

Tenant Date Tenant Date

Owner/Agent _____ Date _____

Move Out Cleaning Checklist

Crown Property Management, Inc.
375 Glen Creek Rd. NW Salem, Oregon 97304
PO Box 5790 503-485-2600

General

- Turn keys in at our office in a labeled envelope. ***If you do not return the keys to our office by the date stated on your 30 Day Notice, you will be charged rent until we receive them.*** Please leave garage door openers or other remotes on the kitchen counter.
- *\$50 per key (including mail box key if applicable) will be charged if keys are not returned*
- **Do not patch holes in walls**
- Do not turn the power off; leave the heating system and refrigerator on

Kitchen

- Clean all countertops, sinks, inside and outside of cabinet doors and drawers, and the top and bottom of all cabinets
- Remove crumbs and stains
- Mop floors and clean corners and baseboards
- Clean the stovetop, burner rings, inside the oven including racks, broiler pans, and door
- Remove and clean vent filter
- Clean inside, outside, and doors on the microwave and dishwasher

Refrigerator

- Wash inside and outside of refrigerator, clean shelves and drawers
- Leave refrigerator temperature on low – *do not turn the refrigerator off*

Bathroom

- Remove all stains and dirt from tub, shower, sinks, toilet bowl and seat
- Clean inside and outside of cabinet doors and drawers
- Mop the floor

Bedrooms, Hallways, Living Room, Dining Room, and Front Entry

- Clean all closet doors, shelves, and window sills and tracks
- Clean windows inside and out
- Clean all blinds, light fixtures, ceiling fans, heater covers, and fan covers
- Vacuum all carpets (carpets will be cleaned by a professional cleaning service hired by management)

If applicable:

Garage

- Clean, sweep, and remove oil spots from floor
- Clean shelves, walls, and ceiling

Exterior

- Clean leaves, debris, and oil spots off driveway
- Clean and sweep entryways, patios, and porches
- Clean light fixtures
- Mow and edge lawn
- Trim and clip shrubs

You may be charged extra dumping or hauling fees for leaving items in/around unit or trash receptacles. Tenants with shared dumpsters may not fill, overflow, or leave items around bins.

Upon move out, your **Security Deposit** will be applied to any outstanding balance on your account as well as turn over charges. Charges may include but are not limited to: professional cleaning of the unit, carpets, and blinds/window treatments. You will also be held responsible for repairs that exceed normal wear and tear. Any refund/balance on your account will be mailed to you **within 30 days** to the forwarding address you provide.