



3327 North Eagle Road, Suite 110
Meridian, ID 83646
208-971-5677
Susan@epshomes.com
www.EmpirePropertySolutions.com

Move-Out Guidelines

This document must be signed, dated and accompany your 30-day notice

Please contact our office at 208 971-5677 one week prior to your move out to schedule a walk through inspection.

NOTICE: Tenant must complete a 30- day Notice to Vacate and Move Out Guidelines form.

Failure to provide written notice **utilizing the EMPIRE PROPERTY SOLUTIONS forms** will cause tenant to be responsible for all rent until new tenants are accepted, locate fees, and other related turnover costs.

RENT: Tenant is responsible for rent up to the 30th day of their **30- day notice to Vacate**.

EXTENSIONS; If tenant chooses to stay longer than specified on the 30 day Notice to Vacate form tenant must first call our office to see if this extension is acceptable. **If the extension is acceptable, tenant must submit a new 30-Day Notice to Vacate form to show the new vacate date.** Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant remains responsible for rent to the date shown on the 30-day Notice to Vacate form.

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to Vacate, tenant should notify EMPIRE PROPERTY SOLUTIONS, LLC and turn in all keys. **Tenant is still responsible for rent until the 30th day of the notice to vacate.** EMPIRE PROPERTY SOLUTIONS, LLC will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the security 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.

MOVE OUT INSPECTION: An inspection will be conducted with or without you. The following are required to schedule a walk through inspection.

- 1) Tenant desiring to be present at the walk through inspection should contact our office at **208 971-5677** to schedule an appointment.
- 2) Inspection must be scheduled one week prior to vacating the property.
- 3) The unit must be completely vacated in order to conduct an inspection. No follow-up inspection will be made.





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Failure to comply with the above requirements or if the property requires cleaning prior to new tenants cleaning charges will incur at tenants expense. Any costs given are only estimates of cost.

CLEANING: Attached is the cleaning inspection checklist.

CARPET CLEANING: Carpet cleaning is automatically performed after tenant vacates the property with an **EMPIRE PROPERTY SOLUTIONS** approved contractor and the cost is automatically deducted from the security deposit.

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 return to original to the office.

LIGHT BULBS, SMOKE DETECTOR ETC.: Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expire/missing: light bulbs, smoke detector batteries, appliance light bulbs and furnace filters. The cost to replace them will be at the tenant’s expense.

By signing this document, I understand and agree that if my account with Empire Property Solutions, LLC becomes delinquent and payments 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 into collections.

_____	_____
Tenant Signature:	Date:
_____	_____
Tenant Signature:	Date:
_____	_____
Tenant Signature:	Date:





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30 Day Notice to Vacate

Current Date: _____ Address: _____

Reason for moving: _____

I (we), _____, do hereby give notice to vacate the property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, whichever is longer. If the term of the lease is not fulfilled I (we) understand that a termination fee 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 an **EMPIRE PROPERTY SOLUTIONS** 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. If keys are not received in the office by the date provided on your 30 day notice the tenant will be charged \$25 per day or 25% of then-existing rental.

Any changes to the move out date must be submitted in writing. If you decide to retract your 30-day notice it must be submitted in writing and the tenant understands that they will be charged for the cost of advertising or any other expenses incurred of their unit for the amount of days on notice. During the period of this notice I (we) are aware that Empire Property Solutions, LLC will be showing the property to possible future tenants, providing reasonable notice is given.

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

FORWARDING ADDRESS:

Street Address City, _____ State _____, & Zip Code _____

New Phone Numbers _____

Resident Signature

New Phone Numbers _____

Resident Signature

New Phone Numbers _____

Resident Signature

E-Mail Address (PLEASE PRINT CLEARLY)

