



**Best Real Estate Management, LLC**  
 1006 Harris Ave. Suite 220 • Bellingham, WA 98225  
 phone: 360.671.3536 • fax: 360.671.3468  
 www.best4rentals.com • staff@best4rentals.com

## NOTICE OF INTENT TO VACATE

YOU ARE HEREBY NOTIFIED that the undersigned tenant(s) of the rental property located at:

**will vacate said premises on or before** \_\_\_\_\_, 2\_\_\_\_\_, and you may rent and show said premises for sale or rental at all reasonable times from this date forward, as provided in the Rental Agreement which expires on \_\_\_\_\_, 2\_\_\_\_\_.

Reason for Vacating: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Instructions for Showing Unit: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, 2\_\_\_\_\_.

Tenant: \_\_\_\_\_ Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_ Tenant: \_\_\_\_\_

**Pre-Inspection Request:** I/We request a walk-through inspection prior to vacating and will contact Best Real Estate Management to schedule an appointment for pre-inspection of the rental unit. [ ] Yes [ ] No

**Note:** The Rental Agreement requires that notice to vacate be given in writing **20 days prior to the end of the rental period**. If improper notice is provided or if notice is not provided, tenant(s) may be liable for rent loss during the next rental period upon vacating the rental unit.

**If the Rental Agreement has not expired** as of the date to vacate, tenant(s) is liable for the rent and other conditions of the Rental Agreement through its full term or until such time that unit is re-rented or tenant(s) is otherwise relinquished of responsibility. In addition, tenant(s) is responsible for costs incurred in re-renting the unit. These costs include, but are not limited to, an administrative fee, advertising expenses, and lease commissions.

**Return of Keys:** All keys and garage door openers are to be returned to the Best Real Estate Management Office at the termination of tenancy. Return of the keys relinquishes all right of possession and once keys are returned I/we may not re-enter the unit without permission. Tenant(s) will be held responsible for rent until all keys are returned to Best Real Estate Management's office.

**Condition of Unit:** It is the obligation of the tenant(s) to leave the rental unit in clean and good condition at the time of vacating, as indicated by the tenant's inspection report filled out at the beginning of the tenancy. In addition, any garage/carport and storage/locker space are to be clean, utility companies notified, and a forwarding address provided the Post Office.

**Security Deposit Statement:** The condition of the rental unit at the time of vacating shall be inspected by the Manager/Agent, who has the final authority to determine how much of the security deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement. Best Real Estate Management will mail a Security Deposit Statement on or before the 14<sup>th</sup> day after termination of tenancy. It will itemize all charges withheld, and include a refund check or a balance owing. If Best is not able to provide this statement within 14 days, tenant(s) will be notified of the circumstances.

Received this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_ By: \_\_\_\_\_

<p><b>For office use:</b> Place on Vacancy List? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Advertising: Web site <input type="checkbox"/> Yes <input type="checkbox"/> No Beginning _____</p> <p style="padding-left: 40px;">Newspaper <input type="checkbox"/> Yes <input type="checkbox"/> No Beginning _____</p> <p>Owner Notified on: _____ via _____ by _____</p> <p>Computer Entry on: _____ by _____</p>	<p><b>Date Keys Returned:</b> _____</p> <p>Number of Door Keys _____</p> <p>Number of Mail Box Keys _____</p> <p><b>TOTAL # OF KEYS RETURNED</b> _____</p> <p>Number of Garage Door Openers _____</p>
---	---