



## Notice of Intent to Vacate and Property Cleaning Requirements

Tenant(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

I hereby notify Innova Realty & Management (hereinafter referred to as "IRM") that I will vacate the above mentioned rental on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and you may re-rent said premises and show the same for sale or rental at all reasonable times from this date forward. This notice is given pursuant to the residential Landlord Tenant Act of Nevada and our Rental Agreement.

Reason for Leaving: \_\_\_\_\_

Comments: \_\_\_\_\_

There are occasionally some misgivings concerning the reasoning property manager's use in returning security deposits to their residents. IRM's policies are listed below; we have tried to make them as fair and clear as possible.

1. The resident must have fulfilled the term on the Residential Lease Agreement and give a 30-day written notice of their intent to vacate the premises, otherwise any security deposit is forfeited plus any rent owed, and/or any termination fee, and/or any damages. This notice is legally binding, and the home may be released any time after this notice is given.

2. The resident must clean each appliance thoroughly. The property manager will be the sole determiner of this cleanliness and will charge for appliances that are left dirty. Resident shall remove all debris, such as coat hangers, boxes, rugs and clean the home thoroughly. All cabinet shelves, drain boards, vanity tops, and plumbing fixtures should be wiped clean. See the cleaning check list on next page for further details.

3. Residents will be charged, or a deduction will be made from the security deposit if applicable, for any repairs, cleaning, or painting the home which is considered beyond normal wear and tear under normal circumstances. The resident will not be charged unless the repairs are deemed excessive by IRM.

4. Any damage done to the premises or its furnishings will also be charged against the resident's security deposit. Cigarette burns, broken windows or screens, carpet stains, chips on appliances, or damage to window coverings will be assessed on an individual basis.

5. The home will not be inspected until the resident has removed all of his/her belongings from the premises and completed all of the requirements. IRM will perform their inspection within the following 7 days of receiving the keys. After all the keys have been returned, the account will be closed out and the return of any deposit will be made by mailed from our office to the forwarding address on file. Please allow up to a max 30 working days to receive your funds, which is the max according to Nevada Law.

6. Utilities - If the property is located in North Las Vegas, the tenant(s) must provide IRM a copy of the paid utility bill for final reimbursement of their security deposit within 3 weeks of vacancy.

Tenant's Initials \_\_\_\_\_

7. Carpet Cleaning – Per your lease, you have 2 options (1) carpets professionally cleaned by a licensed carpet cleaning company and provide a receipt when turning over the keys to the property or (2) Leave it to IRM and we will deduct the cleaning fee from your security deposit.

It is not our objective to keep your security deposit. We sincerely hope you will receive a full refund. Thank you for living with us. We hope we have provided you with a happy home.

### **Move Out Cleaning Requirements**

The cleaning requirements in your rental affect the disbursement of your security deposit when you vacate. Your home should meet our cleaning standards and be left ready for a new resident. The following checklist is provided to aid you in cleaning your rental.

#### **Kitchen**

- Hood exhaust fan and filter clean and grease free
- Oven door and oven interior cleaned
- Clean drip pans, chrome rings, broiler pan and oven burners
- Defrost the freezer, empty vegetable drawer, clean exterior and interior, dry inside and out, leave door open
- Clean behind and under refrigerator
- Clean all cabinets, shelves, drawers, cutting board and counter tops, remove all shelf paper, towel holders and cup dispenser
- Clean and polish all chrome, faucets and light fixtures
- Floors clean and dry
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#### **Bathroom**

- Tile, tub, and shower enclosures thoroughly cleaned and free of mildew or mold.
- Toilets and sinks thoroughly cleaned and free of mildew or mold
- Medicine cabinet cleaned and mirrors polished.

#### **Exterior**

- All weeds pulled, and trees trimmed as original move in
- All pool equipment (if applicable) left next to pool
- Remove any oil stains or tires scuffs from driveway
- Remove any pet toys/droppings/bowls (if applicable)

#### **General**

- Remove all smudges and fingerprints from the door and woodwork
- Clean all electric outlets, light switches, light globes, etc.
- Clean all screens with vacuum, also window track and sills
- Clean all closets and clean shelves
- Clean windows inside and out
- Sweep patio and balcony and remove all debris
- Carpets and drapes must be commercially cleaned if necessary
- Clean valances
- Clean furnace and/or air conditioning vents and replace the filters
- Properly dispose of all trash and cleaning material
- Return all keys, gate and/or garage clickers

If the rental is furnished, sofa chairs must be cleaned and thoroughly vacuumed, dresser drawers must be cleaned, and paper liners removed, and all furniture dusted and polished.

**PRE-ARRANGED PROPERTY CLEANING SERVICES**

IRM has special rates with the following companies should you wish to use their services. Please keep in mind your cleaning deposit is refundable (unlike most management companies), but IRM will make the final determination if your property is clean. Should the Resident wish, IRM will gladly make arrangements to send in both a licensed Cleaning Service / Carpet Cleaning Company for the Resident – After you vacate the property! We have found this to be easier for both parties, plus usually results in more of the Security Deposit returned to the Resident in a timely manner. The general estimate for both these services ranges around 10 to 25 cents per interior square footage of the property, this obviously doesn't take into account severally dirty homes or excessive carpet stains.

If the Resident requests IRM to arrange for these cleaning services and deduct from their Security Deposit, please sign below.

\_\_\_\_\_  
Resident: Print Name

\_\_\_\_\_  
Resident: Signature

Please keep in mind that this service does not include removing large objects - Ex. Furniture left behind.

Once the Resident vacates the property, IRM will be happy to complete an inspection of your home with you when you are through cleaning. If IRM has to return for a 2nd inspection at the Residents request – IRM reserves the right to charge a \$40 re-inspection fee.

Turn in all pool, exercise room, laundry and mailbox keys to the IRM office and confirm you're forwarding address before leaving.

**ALL INFORMATION CONTAINED WITHIN HAS BEEN READ AND UNDERSTOOD BY THE BELOW  
SIGNEES**

\_\_\_\_\_  
Resident: Print Name

\_\_\_\_\_  
Resident: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident: Print Name

\_\_\_\_\_  
Resident: Signature

\_\_\_\_\_  
Date

**RESIDENT FORWARDING ADDRESS**

\_\_\_\_\_  
**Address, City/State/Zip**

\_\_\_\_\_  
FOR INNOVA REALTY & MANAGEMENT ONLY

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date Notice Received

Tenant's Initials \_\_\_\_\_