

# 30 Day Notice to Vacate

To: LATTA Real Estate Services, Inc.

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

Street address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

I/We hereby give written notice of intent to vacate the above property on \_\_\_\_/\_\_\_\_/\_\_\_\_. I/We are moving because \_\_\_\_\_

If our lease term has not yet expired, we hereby elect to exercise Early Termination Option # \_\_\_\_ (enter #1 or #2) as explained under our written lease agreement.

### Select one of the following two options

\_\_\_\_ I/we wish to be present for the move-out inspection, and will email [andrew@lattahomes.com](mailto:andrew@lattahomes.com) to schedule our move-out inspection

\_\_\_\_ I/we do not wish to be present and agree to drop off all keys and garage openers at LATTA office no later than the last day of the month and provide a forwarding address for return of our deposit.

I/We understand that in order to receive a full refund of our security and/or pet deposit.....

- (1) all rents and outstanding charges on our rental account must be paid in full
- (2) we must promptly notify LATTA Real Estate Services, Inc. of any needed maintenance or repairs
- (3) we must allow LATTA Real Estate Services, Inc. to show the property to prospective renters/buyers. Please contact \_\_\_\_\_ at ( ) \_\_\_\_\_ - \_\_\_\_\_ at least one hour prior to any showing.
- (4) the property must be left clean and free of trash or other debris by the last day of our lease term
- (5) damages beyond normal wear and tear must be professionally repaired by the last day of our tenancy
- (6) carpeting must be cleaned by an approved vendor after we vacate and prior to end of lease term
- (7) the property must be treated for fleas and ticks by an approved vendor if we had a dog or cat
- (8) all utilities must remain in our (tenant's) name until last day of lease term
- (9) all keys & garage remotes must be at office of LATTA Real Estate Services, Inc. by 5:00 PM on the last day of our lease term – **per diem rent charges continue to accrue until keys are received.**

Forwarding address (necessary for return of security deposit):

Street address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

In accordance with state law, I/we are aware that (1) I/we may not apply the security deposit in payment of the final month's rent and (2) the owner has up to thirty (30) days from the end of the lease term to settle the security deposit. Our compliance with the requirements above will insure a prompt settlement of our deposit.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Lessee

Please print and complete this form and fax to (816) 228-3308 or mail to LATTA Real Estate Services, Inc., 1954 NW South Outer Road, Blue Springs, MO 64015. For additional information, go to <http://www.lattahomes.com>.