



1954 NW South Outer Rd
Blue Springs MO 64015
(816) 228-3310 (office)
(816) 228-3308 (fax)

Notice from Tenant (minimum 30 days in advance)

Tenant Name(s): _____

Current Address: _____

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 exercise Early Termination Option # ____ (enter #1 or #2) as explained in 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 no later than at least 5 days prior to the last day of our lease to schedule our walk-through.

_____ 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 the maximum 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 before vacating.
- (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) **Receipt for professional carpet cleaning** after we vacate & prior to inspection must be provided to LATTA.
- (7) **Receipt for professional flea/tick treatment** after we vacate must be provided to LATTA if animals were at property.
- (8) **All utilities must remain in our name until last day of lease term.**
- (9) **all keys & garage remotes must be returned to LATTA office by 5:00 PM on the last day of our lease term – per diem rent charges continue to accrue until keys are received.**

Please provide your forwarding address for return of security deposit.

Full Forwarding Address: _____

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.

Signature #1

Signature #2

Please print and complete this form and email to managers@lattahomes.com or mail to LATTA Real Estate Services, Inc., 1954 NW South Outer Road, Blue Springs, MO 64015.