

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 ____/____/____. We are moving because _____

Forwarding address (necessary for return of security deposit):

Street address: _____ Apt: _____

City: _____ State _____ ZIP: _____

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
- (4) the property must be left clean and free of trash or other debris by the last day of our lease term
- (5) carpeting must be cleaned by an approved vendor after we vacate and prior to end of lease term
- (6) the property must be treated for fleas and ticks by an approved vendor if we had a dog or cat
- (7) fireplace(s) must be cleaned by an approved vendor
- (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 – do not leave them at the property or additional charges will apply

In accordance with state law, the owner has up to thirty (30) days from the end of the lease term to settle the security deposit. Your compliance with the requirements above will insure a prompt settlement of your deposit.

Lessee

Lessee

Please print and complete this form and fax to (816) 228-3308 or mail to LATTA Real Estate Services, Inc., 2050 NW South Outer Road, Blue Springs, MO 64015. For additional information, go to <http://www.lattahomes.com>.