



Check out requirements given:
 Date: _____
 Initials: _____

5302 Yadkin Road
 Fayetteville, NC 28303
 910-864-3955 Phone
 910-864-4500 Fax
 www.phpmrentals.com

Notice to Vacate

Date of Notice: _____

Tenant's Name(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Move Out Date: _____ Lease Expiration: _____

Reason for Moving: _____

- _____ Expiration of lease
- _____ PCS orders / Civilian Job Transfer (Please attach PCS orders or Transfer letter)
- _____ Breaking Lease – Explanation: _____
 _____ (Initial) I understand I am responsible for the rent until the lease expiration date or until a new tenant is procured, whichever comes first.

Forwarding Address: _____

Forwarding Phone: _____

_____ (Initial) Security Deposit is Not the last month's rent—It is for damages. Security Deposits are refunded within 30 days from the Move-Out-Inspection. Move Out Inspection must be coordinated with the Property Manager at least one week in advance of move out date to ensure availability. All utilities must be on for inspection.

_____ (Initial) I understand that during the time of my vacating notice, Pennink & Huff Property Management will be marketing this proper for rent/sale. I understand that I will be called by an agent from Pennink & Huff Property Management when a prospective tenant wants to see the property. I understand that if I do not cooperate and allow the property to be shown, I will be charged an additional month's rent.

Do you want Pennink & Huff Property Management to refer you to a real estate agent at your new location: [YES] [NO]

NOTE: Example for calculating days: Assume tenancy is a calendar month-to-month tenancy and 30 days advance written notice of termination is required. Tenant desires to terminate lease as the end of the April period of the tenancy. Tenant would be required to give landlord written notice no later than March 31. If the written notice of termination were to be given to the landlord on the 10th of April, the notice would be effective to terminate the lease at the end of May rather than the end of April, since the monthly periods of the tenancy expire on the last day of the month and notice was not given 30 days prior to the end of April. _____ (Initial)

Signed: _____ Date _____

Lessee

Date

Lessee

Date

PENNINK AND HUFF PROPERTY MANAGEMENT
ADDENDUM #2 TO RESIDENTIAL RENTAL CONTRACT
CHECK OUT REQUIREMENTS

Please notify our office at least one week in advance of your last expected day in the property.

All furniture and personal items must be removed from the property before an inspection can be made. Utilities are required to remain **on** until after the property has passed inspection, rent will be charged until property has passed inspection and is available for re-rental.

1. Remove all personal items and trash from property, storage, and yard.
2. Clean appliances and replace filters as needed: Dishwasher, Range & Hood (burners, knobs & inside). Refrigerator should be pulled away from wall, and the floor and area behind cleaned thoroughly. Also, clean refrigerator seals and all equipment inside.
3. Clean all cabinets, in and out, including kitchen and bathrooms. Attention should be given to handles and knobs.
4. Carpets must be professionally steam-cleaned, and receipt of such cleaning must be presented to agent at check-out inspections. The carpet cleaning should be done after all house cleaning and other check-out preparations are done.
5. If pets are allowed, house and yard must be treated for fleas and receipt of such service must be presented to agent at check-out inspections. The flea treatment should be done after all house cleaning and carpets are done.
6. Wash all walls carefully. Pay special attention to areas around light switches, hallways and doorways. This should also include washing wallpaper areas and woodwork.
7. Wash all ceiling fans and light fixtures thoroughly, light globes should be removed and washed thoroughly, and exterior fixtures should be washed and all bugs removed. Replace any burned-out light bulbs.
8. Clean all windows, in and out, securing all windows and screens. Clean all sills, tracks, and patio door tracks. Mini blinds should be washed. Any cobwebs should be removed.
9. Clean and disinfect the bathrooms thoroughly. Any ceramic tile baths should be cleaned with a brush and a product such as Tilex, to remove any mildew. Please be very careful with bleach.
10. Mow, rake and trim, edge, pull or spray weeds, haul debris from the property. Clean driveways, walkways, gutters, and patios.
11. Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
12. Make arrangements to have your trash/garbage picked up before you discontinue service. You will be charged if we have to haul away trash.
13. All floor heating/AC vents should be cleaned and ductwork inside vacuumed out.
14. Please be reminded that painting is **not** allowed by the tenant. Most marks on the walls can be removed by washing with liquid cleanser. Any painting required, other than fair wear and tear will be contracted through the office and performed by a professional painter.

There will be a flat fee of \$20.00 for our repairmen to replace any light bulbs and A/C filters. The tenant will have 2 working days to correct any problems and bring the needed materials to our office.

Contrary to popular belief, Property Management Companies do not benefit by damage deposits. If we have to hold a deposit to complete repairs or cleaning, it requires much more work and lost time on our part. If the first inspection is not passed, the tenant is charged additional rent and a \$45.00 re-inspection fee. In addition, hard feelings always result from having to use all or part of the Security Deposit.

Our job is to protect the owner's investment, and to care for his/her property as if it were our own. We have enjoyed your tenancy with us. Mortgage companies and landlords, as well as credit bureaus, are constantly contacting us for credit recommendations.

Should you need assistance in locating cleaning, repair, or carpet cleaning professionals, please contact us. Thank you for your cooperation. This herein agreement, upon its execution by both parties, is herewith made an integral part of the aforementioned Residential Rental Contract.

If you have any questions, please contact our office Monday through Friday 8:00 AM to 5:00 PM. Thanks for your cooperation.

CLEANING COMPANIES:

Anointed Cleaning	978-2610
All Pro Carpet & Cleaning	549-5956

CARPET CLEANING COMPANIES:

Sandhills Carpet Care (Chris)	904-0212
Excell Inc (Beth)	980-1880
Williams Carpet	476-5454

YARD MAINTENANCE:

Bainbridge	308-5395
Sheridan Lawn Care	818-1594

EXTERMINATING COMPANIES:

Arrow Pest Control	483-5211
J & J Pest Solutions	630-1995

The above phone numbers of vendors are provided to you if you need some assistance with the move-out process. You may use anyone you choose to do the work needed and provide receipts to us during your move-out inspection. We do not guarantee a passing move-out inspection if you use the above vendors, however these vendors are familiar with our requirements. It is still your responsibility to make sure all move-out requirements have been completed.

When choosing a vendor to do the work, please make sure you do the following:

- a. Ask about guarantees-If you do not pass a portion of the move-out, will the vendor return to properly complete the discrepancies.
- b. If you use one of our companies, let them know that you rent from us for a better rate.
- c. Make arrangements in advance with the vendor.
- d. Do not go with a company just because of lower price because they may not be a certified professional.

If you have any questions regarding the move-out process please contact your property manager Monday through Friday 8:00AM to 5:00 PM at 910-864-3955.

Thank you,

Chester G. Oehme, Jr.
General Manager

REVISED 11/2014

Revised 11/20/14