



30-DAY NOTICE OF INTENT TO VACATE

**TO: DKD ASSOCIATE INC. /LANDLORD'S BROKER
1160 AIRWAY, SUITE B-2, EL PASO, TEXAS 79925**

**YOU ARE HEREBY NOTIFIED THAT THE UNDERSIGNED
LESSEE(S) INTEND TO TERMINATE RENTAL OF THE PREMISES
LISTED BELOW:**

STREET ADDRESS: _____

EL PASO, TEXAS ZIP: _____

Expiration date of rental lease contract: _____

Date keys will be turned into office: _____

Reason for moving: _____

Forwarding address: (Required for Security Deposit to be processed)

Phone number where you can be reached _____

LESSEE

LESSEE

**THIS 30-DAY NOTICE OF INTENT TO VACATE RECEIVED BY
LANDLORD'S BROKER AGENT ON**

THIS _____ DAY OF _____, 20_____

DKD ASSOCIATES INC. REPRESENTATIVE

CHECK - OUT REQUIREMENTS



PLEASE TURN IN ALL KEYS TO DKD ASSOCIATES OFFICE WHEN PROPERTY IS READY FOR INSPECTION.

All of your furniture and personal items must be removed from house before an inspection can be made.

REQUIREMENTS:

1. *Remove all personal items and trash from the house and yard.*
2. *Clean appliances thoroughly (refrigerator, range, dishwasher, furnace and furnace closet, etc.)*
3. *Clean the sink and kitchen cabinets.*
4. *Shampoo the carpet by a professional company and bring receipt. ***
5. *Remove stains and marks from tile floors.*
6. *Clean walls and baseboards from any dirt, stains, grease, and pet hairs. Pay special attention to areas around light switches, hallways and doorways.*
7. *Clean all windows and secure all screens.*
8. *Make needed repairs to screens and screen doors.*
9. *Clean and disinfect the bathroom (s) thoroughly.*
10. *Mow, trim, edge, and water the yard prior to check-out.*
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 arrangement to have your trash and garbage picked up BEFORE you discontinue your water service. Once the water is turned off, the city will not pick up your trash. You will be charged if we have to haul away trash.*

**** We recommend this professional carpet cleaning company****

**** Also for any emergency water removal****

Quality Carpet Cleaning: (915)999-3161 (Ruben) or (915)833-4295 (Mando)

THANK YOU FOR YOUR COOPERATION!

DKD ASSOCIATES, INC.