Windermere
PROPERTY MANAGEMENT

MOVE-OUT NOTICE

☐ **All tenants moving out** ☐ **One or more tenants are staying**

**** FOR OFFICE USE ONLY **** **** FOR OFFICE USE ONLY ****

Date keys returned: _____ **14th Day:** _____

R'cd By:___ # Door keys returned: _____ # Mail keys returned: _____

Other keys returned: _____ # FOB's returned: _____

Garage Door Openers returned: _____ **Letter Holding Date:** _____

R'cd By: _____

Date Received: _____

ACH (circle one): Yes No

Current Rental Address: _____

Current Phone Number: Cell Home Work

Please circle the best number to reach you during the day.

↓ TENANT ↓ ↓ CO-SIGNER ↓

TENANT REPRESENTATIVE: _____ _____

Forwarding Address: _____ _____

_____ _____

Forwarding Phone: _____ _____

NAME: _____ _____

Forwarding Address: _____ _____

_____ _____

Forwarding Phone: _____ _____

NAME: _____ _____

Forwarding Address: _____ _____

_____ _____

Forwarding Phone: _____ _____

NAME: _____ _____

Forwarding Address: _____ _____

_____ _____

Forwarding Phone: _____ _____

Date to Vacate: **Date of this notification:** **Lease Expiration Date:**

Please check one: ☐ Lease Ending ☐ Change of Tenancy ☐ Lease Take-Over ☐ Breaking Lease

Current Rent: Reason for Moving: **Are you moving out due to COVID-19?:**

Instructions for showing unit: _____

By checking yes below I am allowing Windermere Management to give my phone number to prospective tenants so they can call me for an appointment to view my unit.

☐Yes ☐No *(If you are breaking your lease, or not giving the required 20 days notice prior to the first of the subsequent month, we highly suggest that you mark "yes". This will expedite the re-renting of your unit.)*

If I opt to not show my unit, a Windermere Management agent may do so per Washington State Landlord-Tenant Act.

BREAKING A LEASE: If my lease has not expired as of the date of intent to move out, I understand that I am still liable for the terms and conditions of my lease until such time as it is re-rented. In addition to the rent due, I realize that I am responsible for the cost of such items as yard care, utilities, energy costs as dictated by seasonal or climactic conditions, and the labor charges accrued in performing these items on my behalf. I understand that I am responsible for costs incurred in re-renting my unit, including but not limited to advertising costs.

An administrative fee of ☐$100 ☐$250 ☐ 1/2 of 1 month's rent (determined by your lease) is due with this notice if I am breaking my lease.
Date Paid_____ ☐ cash ☐ check #_____ **FOR OFFICE USE ONLY**

MONTH-TO-MONTH TENANCY: I understand my contract requires a notice to vacate be given in writing by the 10th of the month or 20 days before the end of the rental period. If I am giving improper notice, I will be liable for the rent loss during the next rental period if the unit is not re-rented.

KEYS: I understand that I must return the keys to my unit by noon on the last day of tenancy to the Windermere Management office. The return of my keys relinquishes all rights of possession to Windermere Management, and I may not re-enter the unit without their permission.

SECURITY DEPOSIT REFUND: A statement of charges will be mailed on or before the 14th day after termination of tenancy. It will state all charges withheld and include a refund check or balance due. If Windermere Management is unable to issue my statement within 14 days, a letter holding will be sent detailing the actual and/or estimated costs.

Tenant Signature _____ Date

Tenant Signature _____ Date

Tenant Signature _____ Date

Tenant Signature _____ Date

See information on back of this page

Address: 541 W. Bakerview Rd., Bellingham WA 98226
Phone: (360) 733-7944 FAX: (360) 733-7969