Benchmark PROPERTIES, Inc.
REAL ESTATE MANAGEMENT & SALES
P.O. Box 985
Owensboro, Kentucky 42302
EQUAL HOUSING OPPORTUNITY
270-926-8303

Name: _____

Address: _____

I (we) hereby give our 30-day written notice to vacate the above-mentioned unit. The keys will be returned to the office no later than _____.

I understand to have my deposit refunded when I move, I must:

1. Fulfill the lease. _____
2. Give a 30-day written notice _____
3. Pay pro-rated rent for move out month before the 5th to avoid late charges _____
4. Remove all personal belongings _____
5. Fully clean apartment/home including but not limited to bathrooms, kitchen (including all appliances), bedrooms, sweep out garage. _____
6. Provide receipt for professional carpet cleaning, if not provided and carpet is in the unit a cleaning charge will be deducted from the deposit. _____
7. Haul off all trash, tires, and personal property. To avoid a hauling fee, ensure you have called Special Pickup at 270-687-8760 to have items at the curb hauled before returning keys. _____
8. Mow, trim, and clean gutters. If applicable. _____
9. Do not drive in the yard or on the sidewalk with your moving vehicle. _____
10. Do not patch holes in the walls, this makes it harder to repaint. _____
11. If satellite was installed, it must be removed upon move out. _____
12. Return Keys to Office **DO NOT LEAVE KEYS IN THE UNIT**_____
13. Call the appropriate utilities to have them taken out of your name after you have returned the keys; **DO NOT SHUT OFF UTILITIES BEFORE RETURNING KEYS**. Returning keys over weekend, call utilities on Monday afternoon. _____

**STOP AUTO WITHDRAWAL EFFECTIVE: _____
if you have auto withdraw setup through the tenant portal or your bank, you need to be sure that you place a stop in the portal; we can't do that for you

_____

Signature Date

Security deposits are mailed within 30 days after the keys are returned.

New Address: _____

City, State, Zip: _____

Phone Number: _____