

FOOTHILLS PROPERTY MANAGEMENT

30 DAY NOTICE/ MOVE-OUT NOTIFICATION

Your lease requires you provide written notification of your intent to move out at least 30 days prior to the end of your lease term. This written notification must specify a departure date. You may either; print this page and fax back to (864) 760-1661, or mail / hand deliver to our office at 105 Crayton Street, Anderson SC 29621. Please fill out **ALL** of the information on this form in order to protect your interests and insure you have provided proper notification. We must receive a copy of this form with your signature. Your 30 day notice starts once this form is received by our office in writing.

Your security deposit disbursement will be mailed to your forwarding address via regular mail within 30 days after all keys and access devices have been returned to Foothills Property Management. (Please allow 5-7 business days for mail delivery.) **If we do not have your forwarding address in writing your security deposit will not be sent.** All funds will be in the form of a single check made out to all occupants included on the lease.

Information on the property you are currently leasing:

Date of Notice: _____

Property Address: _____

City, State & Zip Code: _____

Current Phone Number(s): _____

**Scheduled Date of Move-Out: _____

| | Print Name | Sign Name | Date |
|---------------|------------|-----------|-------|
| Resident # 1: | _____ | _____ | _____ |

| | | | |
|---------------|-------|-------|-------|
| Resident # 2: | _____ | _____ | _____ |
|---------------|-------|-------|-------|

****Forwarding Address:**

Street Address: _____

City, State & Zip Code: _____

*****Upon vacating the premise, the tenants shall be required (as stated in the in the lease agreement) to leave the unit in good and clean order as they found it. Refer to the move out instructions and check list at www.foothillspm.com for complete instructions and requirements. It is also required that the tenant notify FPM when all utilities will be taken out of the tenant's name. Any violations of the above, but not limited to, can result in the loss of your security deposit. Please see the Security Deposit paragraph in your lease for an explanation of Security Deposit refunds. A \$75.00 Restoration fee will be automatically deducted from your security deposit for any non-compliance in addition to any repairs needed.***