

RapidValleyForRent.com
PO Box 3224 Rapid City SD 57709 Office: (605) 718-4663

Dear Tenant,

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean, undamaged, and rent-ready condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us.

Specifically, you should:

- Cooperate with the showing of the residence for rent or sale, keeping it in presentable condition.
- Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day.)
- Remove all food, debris, and other personal belongings.
- Clean (and defrost if necessary) refrigerator.
- Clean stovetop, oven, and any other appliances.
- Replace any burned out light bulbs.
- Clean all floors and/or carpeting.
- Be sure the grounds and lawn are trim and clean, free of leaves, junk, etc.
- Report any and all damage in writing.
- Upon leaving, please be sure to secure the rental by locking all windows and doors and contact our office at 605-718-4663 to notify us you are out and to get the keys.

After you have vacated, the unit will be inspected for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. We wish you well in your new home.

Date: _____

To:
RapidValleyForRent.com
PO Box 3224
Rapid City, SD 57709

Please take notice of our intention to vacate our residence located at
_____ Town/City of
_____ on or before _____
20_____.

The reason we are moving is:

We understand that our deposit will be refunded as agreed, less past due unpaid charges, if any; after we have moved out completely and returned possession of the premises to the management; as long as we leave the residence in clean and undamaged condition.

We understand that our Lease/Rental Agreement states that we have agreed to a 30 day written notice to vacate and we are submitting this written notice before the first of the month. We also understand that the last full month of rent must be paid in full and will not be pro-rated. As we have agreed in our Lease/Rental Agreement, we will make the premises accessible to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not.

Tenant: _____
Tenant: _____

Our forwarding address to return the security deposit is:

