



# ENCORE PROPERTY MANAGEMENT

Professional Experience  
Personal Service

P.O. Box 2104 \* Redmond, OR \* (541) 548-9994 \* www.encorepropertymanagement.com

## *Resident's 30 Day Notice to Vacate Premises*

A written "30 Day Notice" is REQUIRED to be turned into our office for each and every occupant listed within the rental/lease agreement in order to give proper notification of your intent to vacate. You are responsible to prepay rent thru the end of your "30 Day Notice" timeframe upon the first of the month indicated by your rental/lease agreement. If you are currently in a lease, you will be responsible to pay in full, any lease buyout fee for vacating prior to the expiration of your lease agreement. Such fee is listed on page one of your lease agreement. This fee is due at the time this 30 day notification is delivered/provided to our office. IF YOU MAIL YOUR 30 DAY NOTICE TO OUR OFFICE, IT IS REQUIRED THAT YOU EXTEND YOUR MOVE OUT DATE BY THREE DAYS NOT INCLUDING MAILING DAY. If not, we shall extend your move out date requirement for you. It is your responsibility to get your notice properly to our office. Fax/e-mail may not be valid.

NAME: \_\_\_\_\_ Prop# \_\_\_\_\_ Ten # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CSZ: \_\_\_\_\_

Resident(s) hereby give thirty (30) Day notice of intent to vacate the premises and return keys to Encore Property Management. It is agreed that on this date \_\_\_\_\_, notification is hereby given to terminate Resident's tenancy on or before \_\_\_\_\_. Resident(s) will deliver possession of said premises to Encore Property Management on or before this date at the Encore office, 730 SW 11<sup>th</sup> Street, Redmond, OR 97756.

Your tenancy will be considered terminated upon your relinquishing possession of the property by returning ALL KEYS (mail and house) including garage door openers to the Encore Office AND expiration of your contractual agreement requirements (lease/rental agreement and/or property Notice To Vacate). We will complete an office staff physical walk thru of the residence and determine what work or cleaning, if any will be required to be completed. Upon turning in your keys, you are giving possession fully of the property and any cleaning/damages evaluated will be completed by Encore Property Management via the Deposit Refund form and other disclosures in your move in paperwork. ORS allows for charges of loss use of the dwelling unit during cleaning or repairs necessary. Please take extra care that your unit is properly cleaned, all debris removed and any damage repairs are completed inside and out. Including lawn work and pet feces removal.

Within 31 days, a final accounting will be sent to you at the last known address you furnish us. Please be sure forwarding address is provided to our office. Rent will continue to accrue until all keys are properly returned to our office and a move out form completed. Keys not returned will result in locks being changed and charges to your final accounting. One refund check will be made out in the name of ALL parties listed on the current rental agreement/ALL known parties residing in the unit vacated.

If your 30 day notice to vacate falls in the middle of a month, a "pro-rate" of your remaining rent owed through the expiration of your 30 day notice will be calculated as follows: Monthly rent divided by number of days in current rent cycle times number of days from the 1<sup>st</sup> of the month thru date you will deliver possession or expiration of 30 day notice. **Pro-rate rent, last month rent, lease buyout fees will NOT be deducted from your security/cleaning deposit prior to you vacating. These are all due and payable in full by the 1<sup>st</sup> of the next rental period as stated within your rental/lease agreement. If any portion of rent(s) are not paid in a full as indicated, late fees and/or court notification/filing/service fees may be charged to your ledger.**

If the/a tenant remains in possession without Owner/Encore consent after expiration of the term of the rental agreement or its termination, the owner/agent may bring an action for possession and if the tenant's holdover is willful and not in good faith, Owner/Agent may also recover not more than two month's periodic rent or twice the actual damages sustained, whichever is greater.

It is agreed and understood that the premises may be shown at reasonable times prior to the expiration of this notice, after Owner/Agent issues appropriate notification to enter. I have read, understand and hereby submit this notification:

Tenant \_\_\_\_\_ Date \_\_\_\_\_ Tenant \_\_\_\_\_ Date \_\_\_\_\_

Office Received: \_\_\_\_\_ By: \_\_\_\_\_ Owner Notified: \_\_\_\_\_ By: \_\_\_\_\_

Conf sent to Tenant: \_\_\_\_\_ To Owner: \_\_\_\_\_ Rent to be advertised: \_\_\_\_\_

Sq ftg: \_\_\_\_\_ Yr Btl: \_\_\_\_\_ Deposit to be advertised: \_\_\_\_\_