



**Notice stating intent to Vacate  
30 day written notice of vacating**

Tenant's name: \_\_\_\_\_

Tenants address vacating: \_\_\_\_\_

Tenants forwarding address: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date vacating: \_\_\_\_\_

Date property will be ready for a Move out Inspection: \_\_\_\_\_

As stated in your Lease & by Wyoming law, CPMG is allowed to show the property stated above to possible new tenants during the 30 day notice to vacate. We will attempt to contact you by either phone or email (please choose one or both)

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**If we are unable to contact you prior to the scheduled showing, we will proceed with the showing of the rental unit.**

Utilities will remain in your name until the terms of the lease are fulfilled or the rental unit is re-rented, which ever event happens first.

If the rental unit is not cleaned to CPMG's standard as stated in your Lease, the tenant will be responsible for all additional costs incurred to make the rental rentable. At the time of the Move Out Inspection all cleaning and repairs need to be completed. If return inspections are required to complete the move out, the tenant will be charged \$25.00 for each time CPMG returns. Tenants are responsible for scheduling Move Out Inspections, Monday through Friday between 9:00 a.m. and 4:00 p.m. Failure to provide us with a forwarding address will result in a delay of funds and a \$35 processing fee for re issued checks due to tenant not providing a forwarding address. **Wyoming state law states: CPMG has 30 Days from your move out date to process your Security Deposit disposition.**

I (tenant) have read this "Notice stating Intent to Vacate" and agree to the terms on vacating and have received the "Tenant Cleaning / Replacement Cost, and Expected Conditions for Rental Property at Vacating.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Expected Standards of Conditions at Move-Out**

- Tenants must have the rental property clean as stated in the lease agreement prior to the move-out inspection.

## **Walls and Ceilings**

- Spackling of holes created by the tenant are required. Remove all self-adhesive hooks.
- **Spot painting is discouraged, as different paint batches do not match, thus creating an unsightly condition.**
- Remove all scuffmarks, and decals from wall.

## **Windows, Doors, Medicine Cabinets, Wall Cabinets, Mirrors**

- Be sure that all window coverings that were provided at move-in are not damaged and are affixed properly to the windows.
- All storm windows, doors, and screens must be in place.
- Be sure to remove all items from medicine cabinet, closets, kitchen cabinets and closets.
- Clean the windows, window sills and surrounding trim.
- Mirrors and windows must be clean

## **Floors**

- Tile and wood floors must be swept and damp-mopped
- Baseboards must be wiped down
- Baseboard vents must be clean

## **Appliances**

- Ensure all the shelves are in place in refrigerator.
- Ensure all broiler pans and oven racks are in place in range.
- Ranges and refrigerators must be in kitchen, not basement or stored elsewhere.
- Be sure that all items are removed from refrigerator is wiped clean.
- Freezer must be defrosted and wiped clean.
- Be sure that dishwasher is empty and wiped clean.
- Be sure that oven and range top, including drip pans are thoroughly cleaned.
- Vent hood must be cleaned.
- Washer and dryer must be clean and dryer vent must be free of lint.

## **Exterior**

- Remove mud, chalk, crayon, oil, grease or other substances off sidewalks, patio slabs, driveways, fences and walls.
- All trash cans (regular and recyclables) must be empty

## **Grounds**

- Remove all trash, debris and animal waste.
- Repair yard damage and ensure grass is growing in areas destroyed

## **Garages/Carports (If Applicable)**

- Remove all personal property and thoroughly sweep out area.
- Remove dirt, spilled paint, and grease stains from shelves and floors.

## **Unauthorized Construction**

- Any unauthorized construction must be removed.

## **Miscellaneous**

- Home must be free of all offensive odors.
- Residents must turn in their house and garage keys.
- All personal property must be removed. Anything left will be thrown away.

# Tenant Move-Out Checklist

1. Stop utilities **NO EARLIER THAN MOVE-OUT DATE:**

Gas

Electric

Water/Sewer/Trash

2. Cancel/ Transfer Renters Insurance **NO EARLIER THAN MOVE-OUT DATE**

3. Cancel Online rent payments if setup on auto-pay:  
**[cheyennepm.appfolio.com/connect](https://cheyennepm.appfolio.com/connect)**

4. Schedule Move-Out Inspection

**Date:**

**Time:**

**\*\*\*Security deposit processing can take up to 30 days after move-out date\*\*\***