



## NOTICE OF INTENTION TO VACATE

**TO: Grant Creek Village**

**YOU ARE HEREBY INFORMED AND NOTIFIED** that the undersigned residents of Building \_\_\_\_\_ Apt. No. \_\_\_\_\_ will vacate said premises on or before \_\_\_\_\_ 20\_\_\_\_. The date given above is a definite vacating date. Should I subsequently wish to cancel or extend my notice to a later date, I will contact you immediately through a written request. If my apartment had already been re-rented to a new resident by the time I make such a request, I understand that it may be impossible for you (the owner's agent) to grant this request. I understand that the giving of the notice does not relieve me of any liability that I may have under my present Lease Agreement.

Printed Name(s): \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

**Upon Vacating the above-mentioned apartment, the resident(s) acknowledge and agree to the following:**

It is the Residents' obligation to leave their apartment clean and in its original condition at the time of vacating as stated in their Rental Agreement. The security deposit will be returned by mail within 30 days of vacating in the form of a written check, to the forwarding address shown above. This check will be addressed to all persons who signed the current Lease on file.

When the apartment is completely vacated, the following will be done:

- Cleaned your apartment and storage areas
- Notified NWE and Internet Service providers of disconnect dates
- Returned all assigned keys
- Submitted a forwarding address with Post Office and the GCV office

The condition of the apartment at the time of vacating shall be inspected by Management, who has the final authority to determine how much of the security deposit shall be refunded in accordance with the conditions set forth in the Rental or Lease Agreement. You will receive an email from GCV with a Notice of Inspection Report with photos and details taken during our walk through inspection. You will be given 24 hours to return to the apartment to make any changes to improve the condition.

Your security deposit will be mailed to you **within 30 days** thereafter, providing the apartment meets the standards of condition as set forth by Management and all applicable cleaning and repair fees, and/or any unpaid rent have been deducted.

Resident #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Creek Village Team Member: \_\_\_\_\_ Date Received: \_\_\_\_\_

**See back page →**



## Cleaning & Moving Options

**Grant Creek Village highly recommends** allowing our office to schedule final cleaning and carpet cleaning with the following professional cleaning services. These companies have proven to meet our high standards of cleaning and value of service to make all our apartments move-in ready for the next new residents.

- [All Montana Maids Cleaning Service – \(406\) 802-0460 or \(406\) 425-2285](#)
- [AAAA Carpet Cleaners - \(406\) 546-7360](#)

For the best cleaning rates we also recommend that you vacuum all carpeting and clean the apartment as best you can. This will reduce pre-vacuuming charges and time spent by the professional cleaners, resulting in lower charges on their invoices. We only charge your account the balance on the cleaning invoices given to us.

If you prefer to hire your own cleaning crews it will increase your risk of added cleaning charges being applied to your move out balance. If it doesn't meet our high standards of sparkling clean we will have to schedule the above listed cleaners to come in and spend a few hours to get the cleaning up to standard.

*For more information about your best pricing options please contact the Grant Creek Village office @ (406)540-4373*

Resident(s) Initials: \_\_\_\_\_ I HAVE READ AND UNDERSTAND THE RISK OF CHOOSING ALTERNATIVE CLEANING OPTIONS/SERVICES & THE CARPET CLEANING WILL BE DONE BY A TRUCK MOUNTED SYSTEM (RECEIPTS REQUIRED) IF ONE IS HIRED

### The following is optional but Appreciated

1. Reason for leaving \_\_\_\_\_
2. Satisfied with apartment?    Yes        No
3. What could we have done to keep you as a resident? \_\_\_\_\_
4. What did you like most about our community? \_\_\_\_\_
5. What did you least like about our community? \_\_\_\_\_
6. Comments \_\_\_\_\_

WE HAVE ENJOYED YOUR RESIDENCY.... THANK YOU!

# **Move-out Cleaning Checklist**

*This list is not exact. It is only meant to help guide you.*

## **GENERAL AREA** *(Check when completed)*

- Walls, baseboards, doors, and trim/door casings should be washed, and all marks removed.
- Carpeting should be professionally cleaned by a truck mounted cleaning system, and receipt provided.
- Window tracks and blinds should be washed.
- Light fixtures, windowsills, and shelves should be cleaned.
- All vinyl floors should be cleaned, with all dirt/pet hair removed from corners and along walls/cabinets.
- Storage area should be cleaned.
- All closets should be cleaned.
- Balcony/patio should be cleaned.
- PTAC unit and filters cleaned.

## **KITCHEN** *(Check when completed)*

- Refrigerator/Freezer should be cleaned, and chrome/stainless polished
- Pull out stove and refrigerator to clean sides.
- Stove, oven, and drip pans should be cleaned.  
\*\*\*If replacing drip pans, use original GE drip pans.
- Lift up on stove top and clean underneath
- Clean bottom stove's drawer.
- Hood and exhaust fan should be cleaned.
- Microwave should be cleaned and stainless polished.  
\*\*\*The microwave grill is screwed on and will break if pulled off to clean.
- Dishwasher and dishwasher's ledge should be cleaned. Inside gaskets and filter cleaned.
- Cabinets/drawers should be cleaned and remove all lining, clean all doors, handles, pulls.
- Floor should be cleaned and scrubbed.

## **BATHROOM** *(Check when completed)*

- Mirrors should be cleaned.
- Drawers and under cabinet should be cleaned.
- Shower, tub, sink and toilet should be cleaned, hard water stains removed.
- Floor should be cleaned.
- Walls should be cleaned.
- Clean exhaust fan cover.

## **LAUNDRY ROOM** *(Check when completed)*

- Washer and dryer should be cleaned.
- Baseboards, walls, and floors around/under the washer and dryer should be cleaned.