

# 30 DAY NOTICE

I/We \_\_\_\_\_ would like to give a 30 day notice. I/We will be vacating the premises \_\_\_\_\_ on \_\_\_\_\_. Because of \_\_\_\_\_

Is your lease term complete? **YES/NO**. If not I/We understand I/We will be liable for rent until lease term is complete or property is rented whichever comes first. I/We understand that by Arkansas State Law, Russellville Management Services has **60(sixty)** days from the day the keys were turned in, to refund the security deposit with a copy of the closing statement that will show any charges that were held out of the security deposit.

### **Conditions for refund of security deposit:**

- \*Keys returned as soon as vacated and forwarding address given.
- \*Utilities left on for at least 3 business days following lease expiration and vacating & returning keys.
- \*Property to be cleaned (refer to move in sheet as to all areas to be cleaned) and carpets cleaned by a professional carpet cleaning company.
- \*No damage to property. If there are excessive nail holes that require painting, you could be charged with painting the property.
- \*If you smoke and cause damage to walls or carpet, etc, you could be charged with painting and deodorization of the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Forwarding address: \_\_\_\_\_

Current Telephone number: \_\_\_\_\_

Please fill out the following questions:

1. How were our services? \_\_\_\_\_
2. Did we meet your expectations? \_\_\_\_\_
3. Is there any way we could improve our services? \_\_\_\_\_
4. Any other comments or concerns. \_\_\_\_\_

**\*ROOMMATES YOUR DEPOSIT REFUND WILL BE MADE OUT IN ONE CHECK UNLESS ALL ROOMMATES GIVE THEIR FORWARDING ADDRESS AND STATE THAT THE REFUND IS TO BE SPLIT BETWEEN THEM OR THEY CAN SIGN A DEPOSIT FORFEIT THEREFORE EXCLUDING THEM FROM ANY PART OF THE REFUND.**