

# Sky Management and Insurance, Inc.

20170109 Tenant Thirty Day Notice Copyright Sky Management and Insurance, Inc. 2017

## MOVING ON?

### PROPERLY TERMINATING YOUR LEASE

Thank you for leasing with Sky Management and Insurance, Inc. We appreciate your time with us and want your move-out experience to be pleasant and cost-efficient. To make this happen, please:

1. Verify that your lease is month-to-month or expiring at the same time you wish to vacate.
2. Submit a **written** Notice to Vacate to our office. Your move-out date must be the last day of the month --- we do not prorate rents. You can bring the notice to the office (including drop box), or scan and e-mail (e-mail at top of web pages.)
3. This notice **must be received in our office** by the last day of the month prior to the month you are vacating (i.e. January 31<sup>st</sup> for Feb 28<sup>th</sup> move-out). Yes, if the month has thirty-one days, you can deliver notice on the first and we will accept it. But on the second, we won't accept it. And, if the month has fewer than thirty-one days, the first \*will not\* work.
4. Please provide us your forwarding address.
5. Written notice must be given even if your lease is expiring. Your lease does not automatically terminate. Unless you give notice, it automatically changes to month-to-month.

### IMPROPER NOTICE

1. Notice submitted improperly will result in you owing rent until the proper notice date (i.e. notice received on July 3<sup>rd</sup> means you are liable for July and August rent.)
2. Notice received when your lease has not expired results in you owing rent for the remainder of the lease.

### CHANGE YOUR MIND?

Recession of your Notice to Vacate must be in writing and be submitted to our office. Sky Management and Insurance, Inc. must approve any recessions.

**NOTE: Fair Housing Regulations do not allow us to make any exceptions to these requirements.**

**NOTE: The Move In / Move Out checklist you received when you signed your lease gives approximate charges for cleaning and repairs. Please use it as a guide to receiving your deposit in return for a "rent ready" residence.**

Mailing and Office: 4217 San Mateo Blvd NE, Albuquerque, NM, 87110  
Office: (505) 332-2722 • Fax: (505) 332-2730 • Maintenance Line: (505) 332-2149  
[www.skyabq.com](http://www.skyabq.com)

# Tenant's Notice to Sky Management and Insurance, Inc. Of Tenant's Intent to Vacate the Premises

I / We \_\_\_\_\_, hereby give thirty (30) days notice to vacate the property located at: \_\_\_\_\_

effective on \_\_\_\_\_, 20\_\_\_\_. **(Note: This is the last day you will be in the residence.)**

The lease ends (ended) \_\_\_\_\_, 20\_\_\_\_\_.

My/Our forwarding address is: \_\_\_\_\_  
\_\_\_\_\_

I / We understand that keys must be returned to the Sky Management and Insurance, Inc. office before the unit is considered vacant.

I / We understand that notice must be given by the last day of the month prior to the month we are moving. A full month's rent is due for the final month. (Example: If you plan to vacate by November 30, we must have written notice no later than October 31.)

\_\_\_\_\_  
(1) TENANT'S SIGNATURE DATE

\_\_\_\_\_  
(1) TENANT'S NAME (Printed)

\_\_\_\_\_  
(2) TENANT'S SIGNATURE DATE

\_\_\_\_\_  
(2) TENANT'S NAME (Printed)

To improve our services, please tell us why you wish to move. Is there anything we can do to improve your residence?

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**Date Received At Sky Management's Office:** \_\_\_\_\_  
**Employee Initials:** \_\_\_\_\_  
*Note: Make a copy for tenant and give original to account representative.*

## HELPFUL HINTS FOR THE RETURN OF YOUR SECURITY DEPOSIT

1. No damage to the unit, furnishings or premises per Move In/Move Out Sheet; unit must be left clean.
2. Refrigerator defrosted; inside walls cleaned; bins and shelves removed and cleaned; doorjamb and gasket cleaned.
3. Oven must be free from grease, door and doorjamb included. If oven spray is used, all traces of it must be completely removed.
4. Stove top surface and underneath cleaned free of grease and spilled food, etc.; burner drip pans clean (do not cover with foil), hood and wall back splash free of grease; fan filter cleaned.
5. Window and sills cleaned; curtain rods and blinds vacuumed free of dust and cobwebs.
6. Tile or vinyl floors scrubbed; carpet professionally cleaned. (If carpets are not sufficiently cleaned, you may be charged for an additional carpet cleaning. We can suggest a service or you can select, but we require a receipt.)
7. Woodwork cleaned; inside cupboard drawers and shelves vacuumed or wiped out; outside surfaces free of dirt. Grease and water stains.
8. Walls washed free of dirt; areas rubbed by furniture; fingerprints and cleaned along baseboards.
9. Sink and tubs and faucets scrubbed clean: (fiberglass shower pans may require extra effort).
10. Shower doors cleaned free of soap scum and water deposits.
11. Light fixtures must be dusted, cleaned and any dead bugs removed.
12. Fireplace must have all ashes and logs removed, interior vacuumed and glass doors cleaned.
13. Garage to be swept and all items including trash removed. (Do not leave your trash cans full.) Put your trash cans out for pickup or dump the cans prior to departure. If the cans are left FULL, you will be charged for dumping the trash/refuse.
14. Yard, depending upon the season to be freshly moved and watered; patio and sidewalks swept or leaves raked; dead flowers cut back or removed.
15. Return all keys, garage door openers, etc. Tenant will be charged per day rent until our office receives all keys. Please do not call the office to let us know you have vacated and left the keys in the house. You must return the keys to our office.
16. All rents, utilities, late fees, NSF fees and other expenses must be paid in full.
17. We bill \$40 / hr for maintenance ; \$25/ hr for landscaping, cleaning, hauling ; materials / consumables are extra.
18. Move In / Move Out sheet lists minimum charges.