

HINEZ PROPERTY MANAGEMENT, LLC.

Acknowledgement of Notice to Vacate

Dear Mr. Robert and Mrs. Pamela Lane

On **November 4, 2021**, we received written notice via email of your intent to vacate the home you are now renting by November 15, 2021. Your tenancy will terminate on **November 15, 2021, at 11:59pm**.

Your rental lease indicates that you must give us a 60 day move out notice. You gave us a 12 Day Notice to Vacate. We received payment for November 2021 rent. We need to discuss rental payment for the remaining 30 days for December 2021 rent. If you have any questions, please review your Rental Lease Agreement.

Residence

Before turning in your keys, the residence will need to be returned to it's original move-in condition. This means you will need to remove all of your personal belongings and thoroughly clean all surfaces before moving. We understand moving is a busy time in a tenant's life, so we have included a checklist to help you with this process.

Security Deposit

For your convenience and to assist you during your move, we have enclosed a Tenant Duty Checklist as well as your Move-in Condition Report. Remember any cleaning or damages not completed or remedied by you will be billed at your expense. An Itemized List of Common Deductions has been enclosed for your information. Your Disposition of Deposit and refund will be returned to the forwarding address you supply on the Forwarding Address Form within 60 days, according to your rental lease agreement, after you have moved. It is our desire to return your full deposit to you.

Maintenance

Please give us a call or leave a note of any maintenance issues you are aware of that may not be noticeable when we inspect your unit after you have moved.

Moving Day

When it gets close to your moving day, please call us at **1-800-484-0482** or email us at **rentals@hinezpropertymanagement.com** of when you will be completely moved out and the home returned to *clean*, rent-ready condition. We will conduct our final walk-thru after the home has been completely vacated.

It has been our pleasure working with you; we wish you all the best in the future.

Sincerely,

Hinez Property Management, LLC.