



Schneider Property Management, LLC
522 Washington Ave, Portland, ME 04103
Office: 207-221-7533 | Fax: 207-772-4244
www.MyMaineRental.com

NOTICE OF INTENT TO VACATE

(Please complete this form and mail back to us A.S.A.P.)

NAME(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT NO: \_\_\_\_\_

TO BE FILLED IN BY TENANT OR REPRESENTATIVE

I, \_\_\_\_\_, hereby serve notice of intent to vacate the premise
(tenant's name)

located at \_\_\_\_\_ Apt. \_\_\_\_\_ of \_\_\_\_\_,
(address) (city)

Maine on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I intend to move to the following

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

My reason for moving is as follows:

\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_

Tenant or Tenant Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Tenant or Tenant Representative

\_\_\_\_\_

Date

PLEASE MAIL THIS COMPLETED FORM BACK TO: Schneider Property Management

522 Washington Ave.
Portland, ME 04103

(see reverse side for move out instructions)



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## WHEN MOVING OUT

Pay all rent due, including the period covered by this thirty (30) day notice.

Notify the Post Office; fill out a change of address form.

Notify Central Maine Power (CMP) and your Satellite Dish or cable television provider if you have been a subscriber.

Completely clean the apartment. Clean floors of all dirt and wax, wash, and re-wax. Clean stove and refrigerator and leave them plugged in. DO NOT TURN OFF REFRIGERATOR AND/OR HEAT. Clean any exhaust fans, cupboards, and bathroom. Replace any missing or burnt light bulbs. Do not leave any "JUNK" in the apartment. Labor for removal of any items and/or cleaning of the premises will be charged to the tenant. Make sure the yard is tidy.

Please ensure you are completely moved out on or before the last day of the month **by noon** in accordance with your lease. You DO NOT need to contact the office to schedule a move out inspection. Move out inspections will be completed within 48 hours of your move out date. Make sure to leave keys and a forwarding address on the kitchen counter and lock all doors on your way out.

BE SURE YOU LEAVE THE APARTMENT IN THE SAME CONDITION IN WHICH YOU FOUND IT. YOU WILL BE CHARGED FOR CLEANING AND REFURBISHING BEYOND NORMAL WEAR AND TEAR. OUR HOURLY RATE IS \$50/HR PLUS MATERIAL COSTS AND DISPOSAL FEES.