

VACATE NOTICE

Business Futures, Inc. PO Box 650 Golden CO 80402-0650  
303-271-1491 Fax 303-271-1466 [Office@RentGolden.com](mailto:Office@RentGolden.com)



Address \_\_\_\_\_ Apartment Number \_\_\_\_\_

Resident(s) \_\_\_\_\_ Phone \_\_\_\_\_

Email(s) \_\_\_\_\_

Resident(s) \_\_\_\_\_ Phone \_\_\_\_\_

Email(s) \_\_\_\_\_

Resident(s) hereby give notice to vacate by Noon on (Date) \_\_\_\_\_. I understand that submittal of this notice to Business Futures, Inc. gives Management the right to lease this Premises. The Premises will be available for new occupancy at Noon on the date specified above. I have read Responsibilities of Resident on reverse side. The Premises may be shown to prospective residents between 8:00 AM and 8:00 PM. Showings may begin as early as the day after receipt to the office of this notice. Apartment/Home must be kept neat, clean & personal items out of sight for showings. Let us know if you will be out earlier than your lease end date—if we rent it earlier, you may get a rent refund.

\_\_\_\_\_ I would like Business Futures, Inc. to arrange the professional carpet cleaning required and have the cost deducted from my Security Deposit instead of contracting the professional cleaning myself and giving BFI proof.

Reason for Moving: \_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Please tell us the three things you liked best about renting the home/apartment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us a few things you liked least about renting the home/apartment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Resident Resident Resident

**To be completed by Business Futures, Inc.:**

Resident remains responsible for the rent and any Resident paid utilities through the expiration of the lease, or until Management has re-rented the Premises. The lease expiration date is \_\_\_\_\_. If the lease term has not been fulfilled, a re-letting fee is due in the amount of: \_\_\_\_\_.

Date written notice received in Property Management Office: \_\_\_\_\_ Property # \_\_\_\_\_

\_\_\_\_\_  
Business Futures, Inc. Date Approved \_\_\_\_\_ AdsC Updated \_\_\_\_\_  
Broker

**MOVE-OUT RESPONSIBILITIES OF RESIDENT(S):**

1. Premises must be completely vacated on or before noon on the move-out date specified.
2. Lease term must be fulfilled or re-letting fee paid or approved new Resident lease and administrative fee paid.
3. Management must receive the required written notice: 31-60 days and to end at noon on the last day of a month.
4. All rent must be paid, up to and including the date of expiration or termination of the lease.
5. All covenants and obligations under the lease have been observed and performed by the Resident.
6. The premises must be thoroughly cleaned and returned to the Management in the same or better condition as at the commencement date of the term of the lease, normal wear and tear excepted. Normal wear and tear will not cover the costs of painting or rekeying if Premises is occupied less than 12 months. It is the Resident's responsibility to return premises to Management in clean condition and in good repair. This includes the cleaning of all rooms, appliances, storage areas, patios/balconies, garages/carports, yards, etc. and removing all trash, furniture and belongings, etc.
7. Utilities must be on for Move out Inspection.
8. The security deposit cannot be used for the last month's rent.
9. Resident agrees to vacate by noon on the last day of occupancy and all keys returned to the Office or Drop Box.

**DAMAGED PROPERTY** including, but not limited to the following will be charged to the Resident:

Carpet or floor repairs excluding normal wear and tear  
Cabinet or countertop repair  
Drywall repairs, excluding tiny nail holes (unless excessive)  
Painting, exceeding normal wear and tear  
Windows, Screens, Doors; Drapes or Blinds  
Clogged drains or garbage disposals  
Miscellaneous repairs (removal of wallpaper or adhesive hangers or decorations, etc.)

**MISSING PROPERTY** including, but not limited to the following will be charged to the Resident:

Keys: building, door, mail; remote control;  
TV antenna/cable leads, garage door opener, air conditioner remote  
Shower rod, Toilet Paper Holder; Sink stopper or disposal lid; Broiler pans, Drip pans; light bulbs  
Fire extinguishers, Carbon Monoxide or Smoke Alarm, batteries

**CLEANING** including, but not limited to the following must be done by the Resident:

Walls and baseboards must be clean and free of smoke. A mild cleaning solution will remove ordinary dirt, grease and marks. There must be no holes or damage to drywall.  
Ceilings must be free of excessive plant or other hooks and cobwebs.  
Floors must be absolutely clean and vacuumed. There must be no damage to floors or carpet. Woodwork must be dusted.  
Carpet must be vacuumed and professionally cleaned.  
Closets must be clean, including doors, shelves and floors.  
Windows must be clean and in good repair, including glass, sills, screens, blinds, drapes and drapery rods.  
Light fixtures must be clean, and all light bulbs throughout must be working.  
Kitchen must be cleaned thoroughly. This includes wiping out cabinets, drawers and shelves. Clean vents and fans, and clean refrigerator inside and out; clean stove thoroughly inside and out including under stove top, sides, vent hood and filter.  
Bathroom fixtures must be cleaned thoroughly. Scrub shower enclosure, rinse and wipe dry. Clean cabinets, shelves and mirrors.  
Heating duct vents, etc. must be dusted. Swamp cooler vent must be washed.  
All items and debris must be removed and Premises left empty.  
Patios and balconies must be cleaned and debris removed. Storage areas must be cleaned and swept.  
Garage, carports, driveways must be swept and debris removed.  
Yard clean, grass cut and leaves raked at houses/duplexes.

Return to Business Futures, Inc. PO Box 650, Golden, CO 80402-0650.

THIS FORM HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION. IT WAS PREPARED BY BUSINESS FUTURES, INC. LEGAL COUNSEL, TSCHETTER HAMRICK SULZER, PC