



**Houses & Then Some, Inc.**  
**Management – Realty – Investments**

***THIRTY- DAY NOTICE***

Tenant (print): \_\_\_\_\_

Property Address: \_\_\_\_\_

This is my 30-day notice that I will be moving out of the property listed above. My 30-day notice will take effect on the 1<sup>st</sup> of \_\_\_\_\_ in the year \_\_\_\_\_, and I will be vacating the property by the 30<sup>th</sup>/31<sup>st</sup> of \_\_\_\_\_ in the year \_\_\_\_\_. I agree that I will not be renewing my lease. I understand I am responsible for paying the full month’s rent of the month listed above. I acknowledge that I have received the cleaning list which details the requirements that I must fulfill to leave the property “rent ready.” I also agree that I will set up a walkthrough at the end of that period, and that all my belongings will be out of the property before the walkthrough is conducted. Furthermore, I understand that my security deposit will be mailed out 30 days after I have vacated the property, less any necessary cleaning and maintenance fees.

_____	_____	_____	_____
Tenant Signature	Date	Witness Signature	Date
_____	_____	_____	_____
Tenant Signature	Date	Witness Signature	Date
_____	_____	_____	_____
Tenant Signature	Date	Witness Signature	Date

HTSI Received:

\_\_\_\_\_

Date Employee Signature





# Houses & Then Some, Inc.

## Management – Realty – Investments

### HTSI 30 Day Notice Policy

Now that your lease has expired and you are in “MONTH TO MONTH” status you may give your 30-day notice at any time. Of course, we value you as a customer and would love to keep you as one of our tenants. However, we do understand that as things change your place of residence may need to as well and we wish you the best of luck. **Please note the following guidelines that you must follow when giving a 30-day notice:**

- **Any 30-day notice given takes effect on the 1<sup>st</sup> of the following month** (for example if you give your notice on the 11<sup>th</sup> of February your 30-day notice will take effect beginning on March 1)
- You will have to pay the **FULL MONTH'S RENT** for the month that you vacate the property, even if you move before the last day of the month.
- HTSI does not rent daily or weekly, only monthly. Therefore, **WE DO NOT PRO RATE THE LAST MONTH'S RENT**, the rent will be charged at the full monthly rate.
- After you have moved out you will need to schedule a **move out inspection**. This is where we will inspect the property to make sure that it is in **as good or better condition** than when your original lease began. This is also where you will return the keys to an HTSI employee. Failure to return the keys to your unit will result in a charge to you for changing the locks at the property.
- **Please complete the following items at your property before the move out inspection**
  - Clean bathrooms- scrub toilets, vanities, mirrors, and showers/tubs
  - Clean the kitchen, leave all appliances empty, replace catch trays on stove
  - Empty out kitchen cabinets and wipe them down
  - Have carpets professionally cleaned
  - Vacuum, dust, and mop floors
  - Remove all belongings and trash from property
  - Dust off ceiling fans and light fixtures
  - Replace broken blinds
  - Cut grass and trim bushes as needed
  - Change air filter

We realize that this can be a very stressful time for you and we want to work with you to make sure that it goes as smoothly as possible. Communication is of utmost importance during this time so please contact us promptly with any questions at **864-395-6538** or **property.htsi@gmail.com**.