

## Carolina Realty of Chapel Hill, Inc.

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### INTENT TO VACATE

Current telephone number: home \_\_\_\_\_ work \_\_\_\_\_

I \_\_\_\_\_ (name) hereby notify Carolina Realty, Inc., that I will vacate \_\_\_\_\_ (address) by 12:00 midnight on \_\_\_\_\_ (date). I agree to surrender said address on the above date, and I authorize you to release it for occupancy on the following day. I understand that if all of the keys are not in the office by 8:30 am on the day following my move out date I will be charged pro-rated rent for each additional day that they are not returned, even if all my belongings have been removed from the premises. **I UNDERSTAND THAT CAROLINA REALTY RESERVES THE RIGHT TO CHANGE THE LOCKS AFTER MY MOVE OUT IF ALL KEYS ARE NOT TURNED IN. I UNDERSTAND THAT A \$60.00 FINE WILL BE CHARGED TO MY ACCOUNT IF A LOCK CHANGE HAS TO BE DONE.**

### IN ORDER TO RECEIVE A FULL REFUND OF THE SECURITY DEPOSIT, ALL OF THE FOLLOWING CONDITIONS MUST BE MET:

1. All outstanding charges to my rental account must be paid in full by the fifth day of the month in which the move-out occurs. After the fifth, late charges will begin to accrue. Please consult the office for pro-rated amounts. **DO NOT COMPUTE THEM YOURSELF!**
2. Your unit must be clean and in good order.  
**DO NOT PILE TRASH AND OLD FURNITURE BESIDE DUMPSTERS OR ON THE STREET CURB OR GROUNDS. THESE ITEMS MUST BE TAKEN TO THE EUBANKS ROAD LANDFILL FOR DISPOSAL!**
3. The unit must be left in the same condition as when it was leased with the exception of normal wear and tear.
4. All removable equipment must be returned to the proper place. This includes ice trays, refrigerator shelving and crisper trays, disposal and sink stoppers, fixtures, drapery rods, blinds, etc.

**FORWARDING ADDRESS:**

**Future phone:** \_\_\_\_\_

**Note: Your security deposit refund (less any applicable charges or damages) will be mailed to you within 30 days after move out.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Why are you moving? \_\_\_\_\_