

Harbor Village Apartments

2370 Harpoon Court, Richmond, VA 23294 (804) 747-6968

Notice to: Vacate Extend

Name: _____

Address: _____

Move Out Date: _____ Lease Expiration Date: _____

Lease Extension From: _____ To: _____

Reason for Moving: _____

You will receive a Move Out Guide. I understand that the release of my security deposit is subject to the provisions below:

- All conditions of the Apartment Lease and Policies and Procedures are to be fulfilled.
- The entire apartment, which includes but is not limited to the oven, range, refrigerator, bathrooms, closets, and cabinets are to be cleaned and in good condition.
- To confirm vacancy, all keys, parking passes, pool passes, access cards, and mailbox keys must be turned into office no later than noon on the vacate date listed above.
- **A Pre-Move Out inspection will be scheduled for the following Tuesday after your notice is turned in. This inspection will be completed on _____ between the hours of 9am and 12noon.** You may be present for this inspection; however, it is not necessary.
- If you would like to schedule a final inspection, please do so in advance of 7 days prior to moving out. **Final Inspections will only be conducted when all items have been removed from the apartment.** Please be prepared to turn in your keys at the time of the final inspection.
- All parties hereby agree to the below listed address for future correspondence between Harbor Village Apartments and all lease holders. If a refund check is issued, this check will be made payable to all lease holders of this apartment. The check will be mailed the below listed address. If there is a balance left on your rental account, a detailed statement of charges will be mailed to the below listed address with a deadline to make payment. All parties sign below to acknowledge agreement of the forwarding address provided.

Resident Signature

Resident Signature

A statement of your account that itemizes charges or refund will be mailed to you within 45 days of your move-out date to the following forwarding address:

Phone: _____

Last Month's Rent: Please contact the leasing office for your last month's prorated rent and current utility bill. Rent is still due on the first of the month.

Termination fee: \$_____ (termination fees are due at the time of notice submission)

Rec'd by: _____ Date: _____ Entered in MRI: _____ Date: _____ Move Out Guide Sent: _____ Date: _____