



THE 20-DAY NOTICE TO VACATE

Over time we have experienced confusion regarding the 20-day notice provision of the Washington State Landlord-Tenant Act. As a result, we are providing the following information to assist in your understanding of this complex law.

The Landlord-Tenant Act requires the delivery of a notice, either from the resident to the landlord, or vice versa, of the party's intent to terminate the Rental Agreement at the end of the agreement term. If the rental period is a month-to-month agreement, the notice must be given at least 20 days before the next month's rental payment is due (typically by the 10th of the month). If the lease provides for a specific term, such as one year or six months, the notice must be given at least 20 days prior to the end of the expiration of the lease. The notification serves to tell the other party, either landlord or resident, that the notifying party will leave at the end of the specified term. This means that the 20-Day Notice given on the first of the month indicates an intention to leave on the last day of the month, not on the 21st day of the month. Likewise, the resident is required to pay rent for the entire month despite the fact that they will be leaving. This is true even should the resident vacate prior to the end of the month, except when the landlord is able to rent the premises prior to the beginning of the next month. It is not legal for the landlord to collect double rent.

Likewise, should the resident receive a 3-Day Notice to Pay Rent or Quit, the resident still remains liable for the rental payments through the end of the term. The landlord is required to attempt to re-rent the premises as quickly as possible and to give the vacating resident credit for any days in which the premises was rented. The fact that the resident receives a 3-Day Notice to Pay Rent or Quit does not relieve them of the duty to pay past due balances or rent through the end of the term should the landlord be unable to rent the premises. Sometimes this particular aspect of the law requires clarification for both judges and residents, as especially residents seem to feel that they have been kicked off the premises and therefore they should not be required to pay rent. To avoid any confusion on the matter, the Landlord-Tenant Act in Section RCW 59.18.310 clearly sets forth the resident's requirement to pay rent.

Also, remember that the resident is required to clean the premises, or the cost of doing so may be added to the charges against the resident. Such cleaning, of course, does not include reasonable wear and tear.

The fact that either the landlord or the resident gives the other a notice as permitted under the Landlord-Tenant Act does not relieve either side from the duties set forth in the Landlord-Tenant Act.



NOTICE OF RESIDENTS INTENT TO VACATE

Today's Date _____

Property Address _____ Unit Number _____

Resident(s) _____

I (We), the undersigned resident(s), will vacate said premises on or before _____, _____ and you may show the apartment for rent at all reasonable times from this date forward. In the event tenancy is not terminated on or before the date indicated, the manager must approve any extension and rent will be charged on a daily basis until move-out.

This notice is given pursuant to RCW 59.18.200 as follows: "When premises are rented for an indefinite time, with monthly or periodic rent reserved, such tenancy shall be construed to be a tenancy from month to month, or from period to period on which rent is payable, and shall be terminated by written notice of twenty days or more, preceding the end of any said month or periods, given by either party to the other."

Reason for moving:

- | | |
|--|---|
| <input type="checkbox"/> Purchasing home | <input type="checkbox"/> Company transfer |
| <input type="checkbox"/> Job change or termination | <input type="checkbox"/> Change in household or losing roommate |
| <input type="checkbox"/> Not satisfied with management | <input type="checkbox"/> Rent Increase |
| <input type="checkbox"/> Moving to a larger apartment | <input type="checkbox"/> Found a less expensive apartment |
| Where _____ | Where _____ |
| <input type="checkbox"/> Other _____ | |

What have your impressions been of your stay here?

Forwarding Address _____

Resident's Signature(s) _____

Receipt of notice is hereby acknowledged on the _____ day of _____, _____.

By _____
Property Manager



APARTMENT CLEANING GUIDELINES

RESIDENTS are responsible for cleaning and restoring their apartment to its original condition at commencement of their tenancy. To assist you with your cleaning, these "Apartment Cleaning Guidelines" are provided for reference only. Please take note, you will be billed all costs related to cleaning and repairing your rental when you vacate. **Keys must be turned in at the office. Do not leave them in the apartment.**

CLEANING KITCHEN

1. Stove top and vent-hood thoroughly cleaned (if you prefer to purchase new rather than clean drip pans and rings, they may be purchased for approximately \$5.00 per burner).
2. Oven and drawer thoroughly cleaned inside and out.
3. Refrigerator to be defrosted, cleaned inside and out, clean bottom pan, pull out & clean under and leave turned on.
4. Clean dishwasher inside, doors and edges.
5. Counter tops cleaned.
6. Cupboards to be cleaned inside and out.
7. Drawers thoroughly cleaned inside and out.
8. Cutting boards cleaned.
9. Ceiling panels to be removed and cleaned if needed (careful, they break easily and are expensive to replace).
10. Walls to be washed where needed and cobwebs removed.
11. All chrome and sinks cleaned and polished.
12. Floor thoroughly cleaned.

CLEANING DINING ROOM, LIVING ROOM, BEDROOMS AND HALLWAYS

1. Carpets to be thoroughly vacuumed. All carpets will be professionally cleaned, and this cost will be deducted from your deposit.
2. Cobwebs to be removed from walls, ceilings, and blinds.
3. Closets to be cleaned out, shelves dusted, coat hangers, etc., removed and closet panels dusted and free of fingerprints.
4. All windows to be cleaned inside and out (unless they are second-story windows that can't be reached from balcony).
5. All walls to be washed as required for spot removal.
6. All light fixtures washed, clean tops of fan blades (careful, the globes break easily and are expensive to replace).
7. Sliding glass door and window tracks vacuumed.
8. All woodwork to be cleaned including door frames.
9. All door handles cleaned.
10. Entry way door cleaned inside and out.
11. Outside entry way swept and free of trash.
12. Patio cleaned, free of trash and cobwebs and swept.
13. All trash removed from apartment.
14. Clean return air vents.
15. Fireplace cleaned and ashes removed.
16. Storage space to be cleaned and swept out.
17. Any damage to walls or doors repaired.

CLEANING BATHROOM

1. Tub, sink, toilet, tile, and chrome including towel bar and toilet tissue holder thoroughly cleaned and polished.
2. Walls cleaned where needed and cobwebs removed.
3. Cabinets and counter tops cleaned.
4. Drawers thoroughly cleaned inside and out.
5. Floor thoroughly cleaned.
6. Light fixtures and mirrors cleaned.
7. Medicine cabinet cleaned inside and out.

VACUUM ALL CARPETING. CARPET CLEANING WILL BE PERFORMED BY THE MANAGEMENT COMPANY AND DEDUCTED FROM YOUR SECURITY DEPOSIT PURSUANT TO YOUR RENTAL AGREEMENT.

DAMAGES

In addition to any cleaning fees, the resident shall pay for any charges incurred by the owner to correct any damages.

**** GUIDELINES ARE SUBJECT TO CHANGE WITHOUT NOTICE ****