

## 30 Day Notice to Vacate

Today's Date: \_\_\_\_\_ Next Rent Due Date: \_\_\_\_\_

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

- I (we), \_\_\_\_\_, do hereby give notice to vacate the property stated above. I (we) acknowledge that I (we) are responsible for giving a 30 day notice to vacate.
- If the tenancy is month-to-month, the 30 day notice must be given at least 30 days before the *next rent due date*; for example, if the rent is due on the 1st, the notice must be given at least 30 days before the 1st. (Section 47-8-37 NMSA 1978).  
If the tenancy is term for years (it has a defined expiration date per your lease), the 30 day notice must be given at least 30 days before that expiration date; for example, the lease ends on June 30, the notice must be given by May 31.  
If this notice is received after this date, you may be responsible for an additional month of rent. Please contact your property manager if you have any questions.
- I (we) understand that I (we) are responsible for the lease until the end of the lease period.
- If the term of the lease is not fulfilled I (we) understand that a Termination Fee will apply and that we are responsible for rent, utilities and other charges until a new tenant takes occupancy of the property. Currently, the Termination Fee is 50% of one month's rent plus tax, subject to change without notice at any time.
- If other tenants/roommates on the lease agreement are staying, I (we) understand that I (we) will not be receiving any portion of the deposit back from Pinon Properties.
- I (we) will be completely moved out and will turn in keys to Pinon Properties no later than \_\_\_\_\_ (move-out date; see 2<sup>nd</sup> bullet point above). If keys are not surrendered by this date, I (we) understand that I (we) will be charged double the rent for each day until keys are returned.
- Any changes to the move out date must be submitted in writing.
- If you use Buildium to pay your rent, it is your responsibility to cancel your payment. If you fail to do so, Pinon Properties will not be held responsible for any funds withdrawn.
- I (we) understand that the move-out inspection will be conducted only after we have turned in our keys and that the legal period for disposition of the security deposit is 30 days from the move-out date.

### MAIL THE DEPOSIT DISPOSITION STATEMENT TO THIS FORWARDING ADDRESS:

Email: \_\_\_\_\_

\_\_\_\_\_  
New Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

Move-out and cleaning instructions can be found on our website at [www.pinonproperties.com](http://www.pinonproperties.com) under the "Tenants/Current Tenants" page.