

Del Carmen Investments 2014, LLC/ Del Carmen Investments, LLC

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NOTICE TO VACATE 2023

Tenant to Complete

Date: _____

Tenant Name: _____

Prop & No. _____

Reason for Vacating _____

Date Moving Out: _____

Contact Numbers: _____

Forwarding Address: _____

For Office Use Only

Received by DCI agent: _____

Date Keys turned in: _____

Date & Time of Pre-Inspection: _____

Date & Time of Final Inspection: _____

Lease Expiration: _____

Security Deposit Amount: _____

Latest Rent Paid: _____

Date Utilities Disconnected: _____

Date Cable Disconnected: _____

This serves as written notice to vacate my unit. I agree to the following terms and conditions.

1. **Notice to Vacate must be submitted thirty days prior to moving out.**
2. **Tenant must pay the current month's rent in advance. The security deposit cannot be used as the last months rent.** The deposit is used to cover any necessary cleaning and damages.
3. **Scheduling Apartment Inspections:**
 Once Vacate Notice is submitted, tenant must call DCI office to schedule for a move out inspection. Only 8 apartment inspections will be scheduled for the 1st and 2nd day of each month, for a total of 16 inspections. Tenants who wish to have their apartment inspected in these first two days will be scheduled on a first come, first serve basis. All other inspections will be scheduled between the 8th and last day of the month.
4. **Cleaning Instructions Prior to Moving out.**
 Tenant must complete all cleaning items listed on the Del Carmen Investments cleaning instruction form. A copy may be obtained from Del Carmen Investments office. Tenants are welcome to be present during the apartment inspection. However, if the tenant chooses not to be present, they waive the right to dispute any discrepancies regarding cleanliness and damages that may be deducted from their security deposit.
5. **Key Return**
 If tenant fails to turn in his apartment keys, he will be charged pro-rated rent for each day the keys are in his possession
7. **Power and Water**
 - a. Power and water must be available and turned on day of move out inspection. If power and water is not available at time of move out inspection, there is an automatic \$150.00 deduction from security deposit.
 Having the utilities on enables us to check all appliances and detect any water leakage from plumbing fixtures.
 - b. A copy of the latest power and water bill for the residential unit, showing account name, account number and power and water meter numbers must be submitted. This information is required from the utility agencies so that future tenants can apply for power and water.
8. **Security Deposit Refund:**
 - A. **All the above terms and conditions must be met before the security deposit refund will be processed.** Security Deposit will only be refunded two weeks after the apartment has been inspected **AND AFTER KEYS ARE TURNED IN**. Any outstanding late fees, rent, or utilities will be deducted from the Security Deposit.
 - B. **Tenant is responsible to contact DCI office if check is ready for pick up after two weeks. If there's two lease holders, both tenants must be present when picking up the check otherwise DCI will not be able to release the check refund and must provide photo I.D.**

TENANT SIGNATURE: _____

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FOR OFFICE USE ONLY:

Security Deposit Amount: _____

Less Cleaning Fee: _____

Less Damages: _____

Less Outstanding Rent: _____

Less No power or water: _____

Less Outstanding Cable: _____

Less Outstanding Utilities: _____

Total Deductions: _____

TOTAL NET REFUND: _____