



## Vacancy Notice

We have recently received your 30-day notice of rental agreement termination, and would like to thank you for renting your property through Johnson Property Management, LLC (JPM, LLC). We hope that you enjoyed your property and rental experience, and would appreciate you considering our properties in the future for housing needs.

**Please read this VACANCY NOTICE completely and follow these steps for move-out:**

- 1) Notices must be given for the last day of a calendar month. If your move-out plans change, please notify us immediately in writing. Please note that we may not be able to accommodate extra days in the property after your termination date, as the property may be pre-rented and the recovery of possession is immediately required. Also, remember that your security deposit is not to be used towards unpaid rent charges.
- 2) Security deposit refunds are assessed based on the condition of the property at the time of final inspection and notations made on your 'move-in inspection form'. Residents must be completely finished with the property at the end of the final occupancy day. Return trips and second inspections following final vacancy inspections are not done or offered. Please use the 'Resident Checklist for Deposit Return' to maximize the amount of security deposit that gets returned to you.
- 3) All keys (door, storage, garage, mailbox) must be left visible, on the kitchen counter, with the door locked behind you. If the property has a deadbolt only, you may return your keys to the office on the last day of your occupancy. If you didn't provide a forward mailing address on your 30 day notice form, please leave your forwarding address with the keys on the kitchen counter. If a forwarding address is not provided to JPM, LLC by the time we process your final accounting, the security deposit return will be sent to the rental address with 'please forward' printed on the envelope in hopes that mail has been forwarded through the post office.
- 4) **Utilities must be set up to transfer out of the tenant's name on the final day of your rental agreement term.** (In most cases, the last calendar day of the month). If utilities are transferred earlier than the final day of occupancy, prorated utility costs will be billed to the rental accounting, along with administrative service costs. Johnson Property Management LLC is not responsible for any continued utility charges, due to the tenant's failure to properly cancel service.
- 5) Per the rental agreement, carpet cleaning will be professionally done upon vacancy and will be deducted from the deposit.

6) Per the rental agreement, window blinds will be cleaned upon vacancy if dusty, dirty, or soiled. All other general cleaning and repairs are handled as needed to restore property condition to the time of move-in, normal wear and tear items will be excluded.

7) Please note that per your written rental agreement and Idaho State Law, landlords are given a maximum of thirty (30) days following the termination of the agreement to return deposits and itemized final statements. Deposit returns are processed as quickly as possible, but take time due to scheduling time with service providers, waiting for invoicing from providers, and preparing accurate deposit statements. As stated previously, if a forward address is not given along with keys, deposit return and statement will be sent to the rental address. JPM, LLC will not be held responsible for the non-receipt of deposit and statement from a previous tenant that does not leave a valid forward address or forward their mail through the Post Office. Replacement deposit return checks will only be issued less applicable stop payment fee from bank and administrative service costs for time involved from JPM, LLC.

Thank you for your tenancy -

**Johnson Property Management, LLC**

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