

**DIRECTIONS:**  
Please fill out this form and return to  
Easom Property Management, Inc.

**Easom Property Management, Inc.**

175 14<sup>th</sup> St., Suite 120  
Astoria, OR 97103  
(503) 325-5678  
(503) 325-4844 Fax  
[www.easomproperty.com](http://www.easomproperty.com)

948 N. Roosevelt Drive  
Seaside, OR 97138  
(503) 738-5532  
(503) 738-3159 Fax  
[astoria@easomproperty.com](mailto:astoria@easomproperty.com)

**TENANT'S 30-DAY WRITTEN NOTICE TO VACATE**

Tenant(s): \_\_\_\_\_

Present Address: \_\_\_\_\_

Present Telephone #'s: home \_\_\_\_\_ work \_\_\_\_\_ cell: \_\_\_\_\_

Date of this notification: \_\_\_\_\_ Date to vacate: \_\_\_\_\_ Pet(s)? \_\_\_ YES \_\_\_ NO

Reason for moving: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

(WE MUST HAVE A FORWARDING ADDRESS TO MAIL FINAL ACCOUNTING PAPERS - IF YOU DO NOT HAVE AT TIME OF NOTICE, BE SURE TO PROVIDE INFORMATION ASAP)

**PLEASE NOTE: A REPRESENTATIVE FROM EASOM PROPERTY MANAGEMENT, INC. WILL BE PRESENT & ESCORT PROSPECTIVE TENANT(S) THROUGH EVERY SHOWING. YOU ARE NOT REQUIRED TO BE HOME.**

**Showing Instructions (check one):**

- Tenant will allow showing with less than 24 hour notice.
- Tenant will allow showing without notice. Easom Property Management, Inc. will courtesy call tenant at the above number(s) prior to showing.
- Tenant will only allow showing with 24 hour notice.

**Pursuant to your rentals agreement, Section 10. RIGHT OF ACCESS:** (a) Tenant shall not unreasonably withhold consent to the landlord to enter the premises or the dwelling unit to inspect, make necessary or agreed repairs, decorations, alterations or improvements, or to show the unit to prospective tenants or purchasers. (b) Landlord may enter without consent in an emergency and shall provide tenant with a post-entry notice of the entry and its purpose. (c) **Landlord may issue a 24 hour notice of entry for necessary inspections or repairs pursuant to ORS 90.322(e).**

Tenant understands the rental contract requires a thirty (30) day notice to vacate to be given in writing, as required by ORS 90.900(2). Tenant understands that tenant is still liable for the terms and conditions of the rental agreement until such time as it is re-rented, or tenant has otherwise relinquished responsibility. Tenant understands that tenant will be liable for the rent for a period of thirty (30) days after the Easom Property Management, Inc. office receives this notice, or until the rental dwelling is re-rented, whichever occurs first. If the rental dwelling is vacated and re-rented prior to expiration of this notice, tenant will be entitled to a refund of prepaid rent for the period of time the rental dwelling was occupied by another renter. In addition to the rent due, tenant realizes that tenant is responsible for the cost of such items as yard care and utilities.

In addition tenant understands that tenant must return the keys of the rental dwelling to the office of Easom Property Management, Inc. at the termination of tenancy. Returning of the keys relinquishes all rights of possession to Easom Property Management, Inc. and tenant may not re-enter the rental dwelling without Easom Property Management, Inc.'s permission.

Tenant understands that Tenant will be responsible for rent until the end of tenant's 30-day notice or the return of tenant's keys to the office of Easom Property Management, Inc., whichever date is the later date. **Tenant also understands that the utilities are to remain ON and in the tenants name until the keys are turned over to Easom Property Management, Inc.**

It is agreed that if tenant is entitled to a refund of any rents or deposits (such as security or pet, etc...) an accounting will be mailed to tenant at the forwarding address above within thirty-one (31) days after tenant has vacated the rental dwelling, as per ORS 90.300(et sec). It will state all charges withheld and include a refund check or a balance due.

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

Date Received: \_\_\_\_\_ By: \_\_\_\_\_