

# Giving your notice

Eventually, you will move, and we want you to be prepared when this is necessary. Tenants are required to give a 30 notice prior to moving.

## Before giving notice:

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- Check your rental agreement/lease to see if you are eligible to give notice. It will specifically state when you can give notice. A lease is a binding agreement for a set period and you may still be bound to the lease.
- If you need to move and you are still committed to a lease period, contact your ADP, Inc. management team to discuss your options.
- Notices must be in writing. The day ADP, Inc. receives the notice is the date the notice begins. For example, do not fill out a notice with the current date and mail it five days later, thinking the date you mailed is the notice date.
- ADP, Inc. does accept notices by email though please make sure you get a confirmation response, if not call to determine why and/or request the written response from ADP.
- ADP, Inc. does not provide rental history to other landlords/property management companies unless tenants submit a written Notice to Vacate and the tenant gives the authority to ADP, Inc. to give out rental references.
- The ADP, Inc. Notice to Vacate from Tenant contains the authorization for allowing ADP, Inc. to give out rental references if you choose to use this form.

## Setting up your move out appointment

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- After you submit your Notice to Vacate, ADP, Inc. will send you a communication. This will instruct you on what to do during the notice period, and how to set up your move out appointment.
- ADP, Inc. only performs move out appointments during weekdays, 9 am to 4 pm.
- It is the responsibility of the resident to deliver all keys and openers to ADP, Inc. either at the move out appointment or delivery to the ADP, Inc. office.
- Failure to deliver keys and openers could incur additional charges.
- Remember to supply a forwarding address and telephone number for your security deposit refund.
- Use the ADP, Inc. Moving Checklist so you remember important details.