



Notice to Vacate Acknowledgment

December 5th, 2025

Joran Bailey & Betty Tai

850 John Carlyle Street #533

Alexandria, VA 22314

Dear Resident,

This is to inform you that we received your notice indicating that you are planning on vacating your apartment home on **02/01/2026**. Should there be an error with this date listed, please contact the office for additional assistance. Below you will find your current account status and all applicable charges pursuant to your lease agreement.

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| Lease Termination Fee: | \$4,650 |
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TOTAL AMOUNT DUE on (12/05/2025): \$4,650

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| Rent Amount through move out date above | \$83.04 |
| Trash through move out date above | \$0.36 |
| Parking through move out date above | \$8.04 |
| Storage through move out date above | \$0.00 |

TOTAL AMOUNT DUE on (02/01/2026): \$91.44 plus water, sewer & utility service fee

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| Final water/sewer/utility service fee | (TBD) |
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***Termination Fees or Reletting Fees must be paid at time notice is provided in full via certified funds only. Please refer to your lease agreement if electing to terminate the lease early. Amount due above is subject to change should the move out date change from the date given on the Notice of Intent to Vacate submitted.**

If utilities are paid to the community, please check your account on the 1st of your move out month, for exact water & sewer charges. Any final invoice(s) for the remaining periods will be deducted from any security deposit reflected on your account. Should a balance remain, a final statement will be sent to request payment to the forwarding address provided.

If you have rent automatically deducted from your bank account, please make sure to cancel your monthly payment/auto-draft as the full month's rent will be posted and charges then reversed on the move-out date. To make a final payment, either amend the total balance on the online portal submission or bring in certified funds for the prorated balance to the leasing office.

Please don't hesitate to contact us at 703-299-7599 if you have any questions or require further assistance. Again, thank you for making 800 Carlyle your home and we wish you the best on your move.

Warmest Regards,

800 Carlyle Management

NOTICE TO ALL RESIDENTS MOVING OUT

Please understand that the date you have given as the vacating date is a definite vacating date. Any changes to this date must be communicated to the management office in writing and any change to that date must be approved by management. In the event your apartment has been re-rented, transfer options may be available should you decide to stay within the community. Please contact the leasing office for further details. Should you extend beyond your scheduled/documented notice to vacate date, delaying a newly scheduled move-in, you will be responsible for paying additional expenses incurred by the displacement of the new resident, including, but not limited to the temporary lodging, additional charges for utility connections, increased rental rates, etc.

Please contact the leasing office to **schedule your pre-move-out and final move-out inspection**. Please note, final inspection is completed once the apartment is vacant and furniture is removed. This moveout inspection must be completed on or before your scheduled move out date if you would like to be present. **Move-out inspections are conducted Tuesday through Friday between 9:00am and 4:00pm**. If you are unable to be present for your move-out inspection, maintenance will conduct the inspection after you have turned in keys at their earliest availability. Any inspection completed prior to the apartment being empty will be reinspected following move out to determine final damage fees.

GUIDELINES FOR MOVING OR TRANSFERRING

We want to help make your move as pleasant as your stay has been. Your help with the following items will be greatly appreciated:

SCHEDULING

So as not to disturb others, please refrain from moving between the hours of 10:00PM and 8:00AM. If the community features a loading dock or freight elevator, please be sure to schedule a reservation for these services with the leasing office in advance.

PAINTING AND WALLPAPER

Nails, ceiling hooks, mollies and toggle bolts will be removed and repaired by maintenance. If you have painted a wall(s) or ceiling with a different shade of paint or used a wall graphic, you must repaint the wall back to its original color. If you have made any holes in the walls, please restore them to the original condition prior to vacating. Please check with the office if you would like the maintenance manager to evaluate before you move.

GENERAL CLEAN UP

1. You are responsible for removing all your possessions, trash and food products from the apartment, patio/balcony and storage closet (if applicable) leaving it clean. The following is a list of items that could affect the disposition of your security deposit and result in additional charges:
 - a. Failure to return keys including apartment door, mailbox, entry fob, parking passes, garage remotes, and amenity passes.
 - b. Failure to remove ALL belongings from the apartment. You will be charged for the time and labor it takes to clear the apartment per item.
 - c. Kitchen: Clean all appliances thoroughly (i.e. refrigerator, freezer, dishwasher, stove, dishwasher, etc), mop kitchen floor, wipe down cabinets and counter tops.
 - d. Bathrooms: Clean tub and tile, check medicine cabinet for belongings and wipe shelves, scrub toilet and vanity, mop floor.
 - e. Laundry area: Wipe out the liquid dispenser holders in the washing machine, remove lint from dryer and wipe down the top and front of both machines.
 - f. General: Make sure screens in all windows are in good shape, wipe down all windowsills, and replace burnt out light bulbs.
 - g. Flooring: Please vacuum all carpeted areas and sweep/mop all hard flooring services.

If you wish to enroll in the Express Cleaning Program offered by the community, please complete the attached form and return to the office within 48 hours of receipt of the Notice of Acknowledgement Form. Charges for this program will be deducted from the final security deposit on file before the refund is issued. If no security deposit was provided at the time of move in, payment for services must be provided in certified funds to the office prior to move out.

BULK ITEMS/LARGE BOXES

Large boxes need to be broken down and taken to the loading dock or placed in the proper recycling bin at the trash compactor. For bulk/unwanted items, remember that you must coordinate with a vendor (Donation or Trash) to pick-up items before vacating the apartment. If you plan on scheduling a pick-up, please notify the office so a reservation can be coordinated. Item(s) found on the dock or at the trash compactor can result in additional charge(s).

INTERNET/CABLE

If a 3rd party Internet/Cable provider was selected, it is your responsibility to disconnect your account directly with the provider. If you are planning to transfer your services to a new address, please do so as well. Failure to complete these actions will result in recurring monthly charges from the provider until cancellation occurs. When leaving, please return your equipment such as modems, cable boxes and accessories to your local provider. If you reside at a community with WiFi-Ready capabilities, notify the provider of this information, to discontinue paying the rental fee for the modem.

UTILITIES

It is your responsibility to have the electricity, which you pay for, transferred out of your name effective the day of your vacate date, unless you are vacating your apartment prior to the end of your lease, your utilities must remain in your name through the last day of your lease date. Utilities should never be "disconnected" in order to maintain continuous electricity in the apartment. Should you have problems with this, please contact the leasing office.

MAIL DELIVERY AND NEWSPAPER

Please remember to forward all mail and packages. Change of address cards are available at the post office and also online at USPS.com. Please contact the newspaper office or paper carrier to stop delivery of your paper.

WINDOWS AND DOORS

Please close and lock all exterior doors and windows and turn off all the lights before leaving the apartment.

GARAGE/STORAGE/BIKE LOCKERS

If you have rented an additional garage, storage closet or bike locker, please be sure to remove all belongings and return any additional keys/tags to the leasing office prior to moving out.

KEY RETURN

Please turn in all keys to the leasing office prior to the end of the business day on the day of your move. If you will be moving after hours, please make prior arrangements with the leasing office for their return, and to schedule your move-out inspection. You are charged a daily rental rate until your keys are returned. This also includes any entry fobs, garage clicker, parking stickers, and/or hangtags.

If you need to turn your keys in before the last day of your lease agreement, you are welcome to do so. We will still process the move out as of the last day of the lease agreement.

SECURITY DEPOSIT

If there are no damages claimed during the inspection of your apartment, the security deposit will be refunded less final water/sewer invoice(s) if applicable and any remaining balance due at the time of move out to the forwarding address provided to the leasing office. Water and sewer charges are billed two months in arrears and will be posted to the final statement within 24-48 hours following move out. Please allow 30-60 days for your refund to reach you (this timeframe includes move out inspection, closing out your residential account, document processing to accounting and mailing of the refund

check). If you do not receive a refund payment following the legal time period by your state, please contact the leasing office for assistance.

Please let us know if we can be of any assistance to you during your transition to your next home. It has been a pleasure serving you during your stay and hope you have enjoyed the KETTLER lifestyle!