

NOTICE OF INTENTION TO VACATE

DATE _____
TENANT(S) _____
ADDRESS _____
REASON FOR MOVING _____

Please be advised that on _____ I/We intend to vacate the property listed above. We understand that our rental agreement calls for THIRTY (30) DAYS notice before I/We move and that this is _____ days' notice. We understand that we are responsible for paying rent through the end of the notice period called for in the rental agreement or until another tenant approved by the management company has moved in, whichever comes first. We understand that our deposit will be refunded within TWENTY-ONE (21) DAYS after we have vacated the premises completely and returned our keys to the management office, as long as we leave our dwelling clean and undamaged, except for normal wear and tear.

Please advise our office if any Co-Tenant(s) will continue to reside in the unit _____
Tenant(s) _____
Phone _____

Please Note: Deposit will stay on file with Tenant(s) _____

In accordance with our rental agreement, I/We agree to allow the management company to show our dwelling to prospective tenant(s) at all reasonable times, with proper TWENTY-FOUR (24) HOURS notice.

If there are deficiencies/damages with the unit that could be deducted from my security deposit and I want the opportunity to fix it, I will request that option below.

CHOOSE ONE: If you choose to waive both options just leave blank

_____ I would like the pre-move out inspection on (*Tues, Wed, Thurs*) 1-3pm (2 wks prior to move-out)
(PLEASE NOTE: You will be mailed a form that must be signed and returned to confirm your inspection date)

_____ I would like the pre-move out forms emailed to me @ _____

PLEASE MAIL DEPOSIT RETURN STATEMENT TO:

Address _____

Phone Number _____

Signature _____ Signature _____