

NOTICE OF INTENT TO VACATE

To: _____
(Owner/Agent)

Date: _____

You are hereby given notice of our intention to vacate from the residence located at:

_____, Apartment # (if applicable) _____
(Street Address)

_____, _____, on or before _____ (date).
(City, State) (Zip)

The reason that we are moving is: (optional)

It is understood as follows:

- a) that our deposit will be refunded as agreed, less past due unpaid charges, if any, after we have moved out completely and returned possession of the premises to the management, as long as we leave the residence in clean and undamaged condition.
- b) that our Lease/Rental Agreement states that we have agreed to a _____ day written notice to vacate.
- c) that we are responsible for paying rent through the end of the term agreed to in the Lease/Rental Agreement or until another tenant is approved by the management and has taken occupancy, whichever happens first.
- d) as we have agreed in our Lease/Rental Agreement, we will make the premises accessible to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not.

The forwarding address for the return of our security deposit is:

Telephone: Day _____

Evening _____

Tenant _____

Date _____

Tenant _____

Date _____