



## NOTICE OF INTENT TO VACATE

Today's Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Resident's Name (s): \_\_\_\_\_  
\_\_\_\_\_

Vacating Date (Must be Noon on 25<sup>th</sup> of Month): \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

Has proper notice been given?    Yes    No

Please give reason for giving notice to vacate:

- |   |  |
|---|--|
| <input type="checkbox"/> Building/Buying Home         | <input type="checkbox"/> Roommate/Neighbor Problem |
| <input type="checkbox"/> Relocating Out of Town       | <input type="checkbox"/> Need Bigger/Smaller Place |
| <input type="checkbox"/> Job Transfer/School Over     | <input type="checkbox"/> Budget Change             |
| <input type="checkbox"/> Rent Increase                |  |
| <input type="checkbox"/> Unhappy with Management      |  |
| <input type="checkbox"/> Other (Please Specify) _____ |  |

Forwarding Address For Security Deposit Return:

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The undersigned hereby agrees to vacate the above mentioned apartment no later then noon on \_\_\_\_\_, 20\_\_. It is further agreed that the vacating resident(s) will keep their apartment in a clean and presentable condition to facilitate re-rental of the apartment and that in accordance with the terms of the original lease contract, management reserves the right to show their apartment during normal business hours, or otherwise by appointment.

**FAILURE TO PROVIDE LESSOR WITH A PROPER NOTICE IN ACCORDANCE WITH YOUR LEASE CONTRACT DOES NOT END YOUR OBLIGATION TO PAY RENT OWED OR OWING UNTIL SUCH TIME THAT PREMISES ARE RE-RENTED OR YOUR LEASE EXPIRES.**

Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

Resident: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_