

30-DAY NOTICE OF INTENT TO VACATE

Please be advised that the undersigned intends to terminate tenancy at:

Street Address: _____

Unit #: _____ City & State _____

Current Phone #: _____

Today's Date: _____

Date Moving Out and turning in keys in to the office: _____

Tenant Name(s): _____

(Please Print)

Is everyone moving? Yes or No

Please note if everyone is not moving you may not give a 30-day notice you must fill out a request to be released from rental agreement form.

Are you breaking your lease? Yes or No

If you are breaking lease we will be putting your phone number on the web site it is up to you to do the showing of your unit. There is a \$200.00 lease break fee and you will be liable for rent up until the unit has been rented.

Per your Rental Agreement Landlord has the right to show premises to prospective tenants with a written 24-hour notice. However for your convenience we would prefer for you to select a date and time that would work with your schedule. Please select a date and time below.

Date we can show unit to perspective tenants DATE: ___/___/___
Hours between 10:00am & 4:30 pm TIME: _____

Reason For Vacating: _____

Forwarding Address: _____

City & State: _____ Zip: _____

Telephone Number: (____) _____

Tenant Signature: _____

Tenant Signature: _____

Dated: _____

Management hereby acknowledges receipt of this notice on: _____

Management Signature: _____

A walk through inspection for damages will be performed when your unit has been cleaned, all of your personal property has been removed and you have turned in keys to this office if after hours put in drop box with address. Please Do Not place excessive garbage or personal property in the garbage enclosures, as you will be held responsible. The property manager will complete an itemized statement and return your deposit by mail. We have 21 days from the day you turn in your keys, and we will be refunding your deposit in the order we have received keys from tenants. Please make sure you fill out the key return slip when returning your keys. All tenants names will be on single check, if you want the check in individual names you must give written instructions of how to break it down and where to send check and everyone must sign the instructions. There will be a \$5.00 charge for every