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**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:**

- \_\_\_\_\_ I would like the pre-move out inspection on (Tues, Wed, Thurs) 1-3pm (2 wks prior to move-out)
- \_\_\_\_\_ I would like the pre-move out forms emailed to me @ \_\_\_\_\_
- \_\_\_\_\_ I waive both options

PLEASE MAIL DEPOSIT RETURN STATEMENT TO:

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_