

NOTICE OF INTENT TO VACATE

NAME _____ DATE _____

ADDRESS _____ APT # _____

I HEREBY NOTIFY MANAGEMENT THAT I WILL VACATE

APARTMENT # _____ ON THE _____ DAY OF _____.

I **HAVE / HAVE NOT** COMPLETED MY LEASE AGREEMENT **[Circle One]**

I **HAVE / HAVE NOT** GIVEN PROPER WRITTEN NOTICE OF MY INTENTION TO VACATE, ACCORDING TO MY LEASE AGREEMENT/ADDENDUM **[Circle One]**

I WILL TURN IN MY KEYS TO THE OFFICE OR OFFICE DROPBOX _____ **[Initial]**

I WILL LEAVE THE HEAT TURNED ON TO 60 DEGREES (winter only) _____ **[Initial]**

I am responsible to pay, \$140.00 for professional carpet cleaning and \$110.00 for professional apartment cleaning, a total of \$250.00. _____ **[Initial]**

If damages above and beyond normal wear is assessed by the manager, I will be responsible for the additional fees.

MY REASON FOR VACATING IS _____

MY FORWARDING ADDRESS IS _____

MY PHONE NUMBER _____

THIS INSTRUMENT, WHEN PROPERLY EXECUTED BY THE TENANT, WILL GIVE MANAGEMENT THE **30 DAYS** WRITTEN NOTICE OF INTENT TO VACATE, WHICH IS REQUIRED UNDER THE LEASE AGREEMENT.

TENANT SIGNATURE _____

Office Use Only	
Received Date: _____	By: _____

This form is not valid unless signed by management. It would be in your best interest to ask for a copy when you turn it in. Management is not responsible for lost forms.