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TENANT'S NOTICE OF INTENT TO VACATE

(Provide to Landlord at least 60 days prior to departure, or as stated in current lease)

To: _____

Date: _____

Please take notice of our intention to vacate our residence located at:

_____ on
or before _____.

The reason we are moving is:

_____.

We understand that our deposit will be refunded as agreed, less any past due unpaid charges, 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.

We understand that our Lease/Rental Agreement states that we have agreed to a _____ (60 day or 30 day) written notice to vacate. We understand 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. 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.

Please return deposits to our new address:

We would like to request a reference from you. *(A letter of reference will be mailed to you within 20 days)*

Thank you, but we do not need a reference.

Printed Name of Tenant

Printed Name of Tenant

Signature of Tenant

Signature of Tenant