



## NOTICE OF INTENT TO VACATE

THANK YOU FOR RESIDING WITH US. WE HAVE APPRECIATED THE OPPORTUNITY TO SERVE YOU. THE FOLLOWING WILL BE HELPFUL AS YOU PREPARE TO MOVE.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Phone: \_\_\_\_\_

I(we) hereby notify \_\_\_\_\_ Apartments that I(we) will vacate our apartment on \_\_\_\_/\_\_\_\_/\_\_\_\_.

### REASON I(WE) ARE VACATING IS:

<input type="checkbox"/> Bought House	<input type="checkbox"/> Job Related	<input type="checkbox"/> Health
<input type="checkbox"/> Getting Married	<input type="checkbox"/> Leaving Area	<input type="checkbox"/> Financial
<input type="checkbox"/> More Space	<input type="checkbox"/> Other (Please Explain)	

\_\_\_\_\_  
\_\_\_\_\_

### VERBAL MOVE-OUT NOTICE TO VACATE IS NOT SUFFICIENT.

The following steps are to be completed as part of the move-out process:

- ✓ Contact office to schedule an appointment during regular business hours to complete a joint move-out inspection. The move-out inspection will be completed only after tenant has completely vacated the premises.
- ✓ Remove all belongings from the premises and clean the apartment thoroughly, including kitchen appliances and bathroom facilities.
- ✓ Turn in all keys to the office the day the premises are vacated. Rent will continue until the keys are checked in.
- ✓ Provide forwarding address in writing to Office Management.
- ✓ After inspection, appropriate charges will be deducted for cleaning, damages and repairs to the dwelling unit and its contents, reasonable wear and tear excluded, and for any other amounts owed the Landlord, including reasonable charges for the time spent by management to return the premises to its original condition.
- ✓ An itemized statement will be provided detailing the cost of such charges along with a check for the balance of the deposit. If these charges exceed the amount of the deposit, tenant agrees to pay the amount due.
- ✓ Manager's decision is final regarding condition and cleanliness of the dwelling unit including appliances, mini-blinds/drapes, etc.
- ✓ The deposit refund check will be made payable to all tenants in the lease agreement unless written authorization, signed by all tenants, has been provided directing otherwise.
- ✓ The deposit will be sent to the forwarding address provided. If no address is provided, the deposit will be mailed to the dwelling address.

Forwarding address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
\_\_\_\_\_

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

Notice Received by: \_\_\_\_\_ (Management Agent)

Date Received in Office: \_\_\_\_/\_\_\_\_/\_\_\_\_