



**Notice of Intent to Vacate**

Date Notice Give: \_\_\_\_\_

Name of Resident: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

I, the undersigned, hereby serve notice that I intend to vacate the above mentioned rental property on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(Note to Tenant: If you have fulfilled all the terms of your lease you may anticipate a deposit refund. However, in order to receive a complete refund, you must comply with the following items. If you have not completed your lease and are vacating early, you will be surrendering your security deposit once we have found a tenant. You are still responsible through the end of your lease if a tenant is not found. Keep in mind that your liability is not limited to the amount of your security deposit.

As stated in your lease you are aware that by giving notice of intent to vacate we have the right to show the property between 9am and 8pm with prior notice. Please reference your lease section 27. You may only reschedule a showing once.)

1. I am responsible for any and all costs incurred by any other party due to my failure to vacate the premises on or before the date indicated above
2. I may not rescind this notice nor may I change the date of vacating except by written consent of the property owner/manager
3. I am responsible for the full last month's rent. My Security Deposit may NOT be applied toward payment of any rent due.
4. My failure to return all keys (apartment, mail box, laundry room, storage, etc) issued for my rental will result in a \$25 to \$50 charge for each key. I also understand that the apartment will not be considered vacated and I will be responsible for rent until ALL keys are returned.
5. I am responsible for all incurred utility bills through the date of actual vacating. ( Where Applicable)
6. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement.

Comments:

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

Forwarding Address: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date Vacating \_\_\_\_\_ 20\_\_\_\_\_

Received by: \_\_\_\_\_ Date Received \_\_\_\_\_