

# Notice of Intention to Vacate

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Please be advised that on \_\_\_\_\_ we intend to move from our residence at \_\_\_\_\_

We understand that our Rental Agreement calls for 30 days' notice before 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 has moved in, whichever comes first.

We understand that our deposits will be refunded within 21 days after we have moved out completely and returned our keys to the management, so long as we leave our dwelling reasonably clean and undamaged.

Reasons for leaving: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

In accordance with our Rental Agreement, we agree to allow the management to show our dwelling to prospective tenants with 24 hours prior notice, during normal business hours.

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

Received by \_\_\_\_\_

Date \_\_\_\_\_