

# REQUEST TO REMOVE NAME FROM LEASE

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

## Person being removed from lease ONLY

Name(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

This letter is to notify you that I/We will be vacating the rental unit located below on \_\_\_\_\_ (Date)

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I/we further understand that the security deposit will remain With the remaining lease holder(s).

**ALL LEASE HOLDER(S) Must sign below to acknowledge change request and understand change request must be approved by the office.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Sign & Date)

\_\_\_\_\_  
(Sign & Date)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Sign & Date)

\_\_\_\_\_  
(Sign & Date)