

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)

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

(Sign & Date)