

**NOTICE OF INTENTION TO VACATE PREMISES**

Project Name \_\_\_\_\_ Date of Notice \_\_\_\_\_

PRINT FULL NAME OF ALL LESSEES GIVING NOTICE OF INTENT TO VACATE \_\_\_\_\_

APARTMENT STREET ADDRESS \_\_\_\_\_

APARTMENT NO. \_\_\_\_\_

TYPE \_\_\_\_\_

RESIDENCE PHONE NO. \_\_\_\_\_

The undersigned Lessee or Lessees hereby give notice of intention to vacate the above described premises on \_\_\_\_\_ 20 \_\_\_\_\_, for the following reasons: \_\_\_\_\_

My (our) forwarding address will be: \_\_\_\_\_

**RE-RENTING** - In accordance with Lease Agreement Lessor is authorized to show the apartment to prospective tenants at any reasonable times, beginning immediately, and Lessee agrees to maintain the apartment in an orderly fashion, to facilitate re-rental.

**REPAIRS** - Lessee is responsible for any necessary repairs or cleaning of the premises, other than normal wear and usage, and for any repairs or replacement of personal property of Lessor contained therein. Lessee is also responsible for removal of all of Lessee's personal property from the apartment and from any storage facility elsewhere on the premises, on or before the date indicated above.

**REFUND OF DEPOSIT** - Lessee understands any refund of deposits due Lessee are mailed to their forwarding address within 14 days after vacate date. If no forward address has been provided to management, any refund due shall be mailed to the previous address of the resident.

**RESPONSIBILITY FOR RENT** - Lessee understands he is responsible for payment of rent on the above described apartment, through the thirtieth (30th) day from the periodic rental due date, which date will be \_\_\_\_\_, 20 \_\_\_\_\_. If lessee vacates on the above indicated date, the obligation for rent will be computed on the following basis:

1. Date Notice of Intent to Vacate given \_\_\_\_\_
2. Thirtieth day from date of periodic rental date ( \_\_\_\_\_ ) or indicated move out date ( \_\_\_\_\_ ), whichever is later \_\_\_\_\_
3. Date through which rent is now paid. (Rate \$ \_\_\_\_\_ ) \_\_\_\_\_

Additional Rent Due from Lessee: ( \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day) \_\_\_\_\_ \$ \_\_\_\_\_

Rent Refund Due to Lessee: ( \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day) \_\_\_\_\_ \$ \_\_\_\_\_

**LESSEE'S SIGNATURE(S)** \_\_\_\_\_  
\_\_\_\_\_

Manager's Comments: \_\_\_\_\_

Date of Interview of Tenant: \_\_\_\_\_ Resident Manager: \_\_\_\_\_