

# Notice of Intention to Terminate Residency

(30 Day Written Notice to Vacate)

Please take notice that the undersigned resident intends to terminate residence of the premises located at:

Property: \_\_\_\_\_

Unit Number \_\_\_\_\_

Move out Date \_\_\_\_\_ (By noon on the last day of the month)

My new address will be: \_\_\_\_\_

My reason for leaving is: \_\_\_\_\_

I, \_\_\_\_\_ of unit \_\_\_\_\_ acknowledges the following: "Resident agrees to allow parties authorized by Management to visit the premises, for viewing, for 30 days prior to the date of cancellation, or termination between the hours of 9:00a.m. and 5:00 p.m., and to keep the unit clean and orderly for review of prospective residents."

I understand there will be a charge if the apartment is not left clean and undamaged.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Management Section

1. The apartment keys were received from the resident of apartment # \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ am/pm, and should be charged rent through \_\_\_/\_\_\_/\_\_\_.
2. The resident returned \_\_\_\_\_ apartment key(s), \_\_\_\_\_ mailbox key(s) and \_\_\_\_\_ parking pass.
3. The apartment was inspected on \_\_\_/\_\_\_/\_\_\_ and:
  - A. \_\_\_\_\_ No repair charges are to be assessed to resident's account.
  - B. \_\_\_\_\_ The resident should be charged for the maintenance repairs documented by the attached inspection sheet.
4. My records indicate that this resident has a security deposit of \$ \_\_\_\_\_ and this amount should be:  
\_\_\_\_\_ Refunded \_\_\_\_\_ Applied to maintenance charges  
\_\_\_\_\_ Applied to Rent \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

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