

## Notice to Vacate Form

**Please return this form to the manager when you are ready to give us notice that you will be moving. Thank you!**

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

I am aware that I must give my Notice to Vacate in writing at least 30 days prior to the end of my Lease Agreement.

For Month-to-Month Tenancies: I am aware that in accordance with my Rental Agreement, if a full Month Notice to Vacate is not given prior to the end of the month I will be responsible for rent for the following month and my lease will end the last day of the next month.

I am aware that I am legally obligated to fulfill the terms of my contract through it's entire duration.

I am aware that if keys to the Rental are not returned by the last day of the month I will be responsible for the next month's rent.

I am aware that I must leave the unit in the same condition as when I moved in by completing the entire move-out cleaning checklist. I am aware that any cleaning or repairs needed to the Rental after I have vacated will be billed at my expense and deducted from my security deposit.

### Tenant Signatures:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Office Use Only: Date Received: \_\_\_\_\_

