



NOTICE OF INTENT TO VACATE

Date _____

Name/Names _____

Current Address _____

Forwarding Address, for security deposit accountability:

Forwarding Address _____

Phone _____

I (or we) hereby serve notice of my (or our) intent to vacate the residence shown above on the last day of our lease.

Lease expiration date: _____

Actual move out date: _____

Note: For this notice to be valid, the following conditions must hold:

Please initial in the spaces provided:

_____ **If you, any occupant, invitee, or guest has not vacated the dwelling by the lease expiration date, you will pay an initial hold over charge of \$500.00 plus a daily charge of \$50.00 per day after that date until the unit is no longer occupied.**

_____ **Move out date is not later than the lease or renewal period ending date.**

_____ **The signature of one resident is binding upon all residents.**

_____ **Stamped, self-addressed envelope must be left with the office for the deposit to be returned.**

_____ **Received Move Out Guide (cleaning checklist, security deposit info, and move-out charges)**

_____ **A walk-through inspection will be performed between 7:00 am & 7:00 pm the first business day after the expiration date of your lease agreement. You may or may not be present for this inspection.**

_____ **ONLY THE FIRST FORWARDING ADDRESS WILL BE ACCEPTED.**

By signing below you agree to all of the above.

Resident's Name	Date	Current Phone Number	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Units are inspected after resident(s) vacate date. Itemization of the security deposit is mailed out within 30 days after the property is surrendered. For the deposit to be returned, a written, signed forwarding address must be left with the office. A phoned-in forwarding address WILL NOT BE ACCEPTED!!!!

Owner's Representative