



NOTICE OF INTENT TO VACATE

Notice Date \_\_\_\_\_ Move-Out Date \_\_\_\_\_

Resident Name(s) \_\_\_\_\_

Current Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

NEW Address: \_\_\_\_\_

NEW Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Reason for Moving:

I/We understand that I/we remain responsible for all the terms and conditions of the Lease Agreement, including, but not limited to, those specifically addressing Vacate Notices (Section 1), Early Termination Charges (Section 3), Security Deposit (Section 4), and Surrender Conditions (Section 6).

The date given above is a definite move-out date. Any changes in this date must be communicated to the Resident Manager in writing. I understand that I will receive a move-out information packet with a letter acknowledging receipt of this Notice of Intent to Vacate. I understand that early termination charges, if any, will be paid in full prior to my vacating the premises.

Resident Signature(s):

\_\_\_\_\_

Management Representative:

\_\_\_\_\_ Acknowledgement Date \_\_\_\_\_

PLEASE NOTE: This notice is not valid until ALL leaseholders have signed or given a separate written Notice of Intent to Vacate.

FOR OFFICE USE ONLY: Lease Break? Yes [ ] No [ ] Entered into computer? Yes [ ] Date \_\_\_\_\_ Parking Space? Yes [ ] # \_\_\_\_\_ Letter/Package sent? Yes [ ] Date \_\_\_\_\_