



NOTICE OF INTENT TO VACATE

Notice Date: _____ Move-out Date _____

Resident Name(s): _____

Current Address: _____

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 Community Manager in writing. I understand that I will receive a move-out 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: _____ Acknowledgment Date _____

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

FOR <u>MANAGER</u> USE ONLY:					
Lease Break?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Entered into Computer?	Yes <input type="checkbox"/>	Date _____
Parking Space?	Yes <input type="checkbox"/>	# _____	Letter/Packet sent?	Yes <input type="checkbox"/>	Date _____

