



## resident's notice to vacate

a minimum of 30-days notice is required. notice period begins the date notice is received by our office.

name(s) on the lease: \_\_\_\_\_

rental address: \_\_\_\_\_

expected vacate date: \_\_\_\_\_

**BREAKING YOUR LEASE?**  YES,  NO: terms and conditions for breaking your lease will be enforced from your rental agreement. please review your paperwork and ask any questions.

share with us why you've decided to move...

**helpful hints:** we understand moving can be a very hectic time. below are some basic reminders:

- ✓ locate or ask us for a copy of your move-out instructions addendum of your lease
- ✓ change utilities & pay closing bills
- ✓ forward expected deliveries / packages
- ✓ online change of address: <https://moversguide.usps.com/>

**forwarding address:** your security deposit settlement will be sent within 31 days after your vacate date as required by law. where do you want us to send your settlement?

name: \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

if multiple tenants on the lease: do you want the deposit split evenly and mailed to separate addresses? if so, send separate letter with each name/address and signed by all. if not, designate a party above to receive the deposit, otherwise it will be sent in all names to any forwarding address given.

### what's next:

return all keys: house, mailbox, and garage remotes to our office during business hours. we know that sometimes you are working late on the day of your move out so we allow for delivery of these items the follow business day. failure to return keys will result in continued rent charges on a pro-rated basis.

i (we) the tenant(s), hereby give 30-day notice and intend to vacate the premises referenced above.

tenant(s) name:

signature:

tenant(s) name:

signature:

tenant(s) name:

signature:

tenant(s) name:

signature:

tenant(s) name:

signature:

tenant(s) name:

signature: