

# Notice of Intent to Vacate

\_\_\_\_\_  
(Property Name)

Date of Notice: \_\_\_\_\_ Time: \_\_\_\_\_ Unit #: \_\_\_\_\_

Resident Name(s) (Please Print): \_\_\_\_\_

I/WE the RESIDENTS of the above home, hereby give you this full 60-day notice as per the lease agreement that I/WE intend to vacate the home on the \_\_\_\_\_ day of \_\_\_\_\_.

1) Type of Apt. \_\_\_\_\_ 2) Lease Start Date \_\_\_\_\_ 3) Lease End Date \_\_\_\_\_

I/WE HAVE COMPLETED THE TERM OF OUR LEASE AGREEMENT.

I/WE HAVE NOT COMPLETED THE TERM OF OUR LEASE AGREEMENT.

I/WE are vacating our home because \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

This document also serves as a reminder that as stated in your signed Lease .... "After the Tenant has given notice of intent to move, the Tenant agrees to permit the Landlord to show the unit to prospective Tenants during reasonable hours, and or, to display "For Rent" and similar signs." We will give you at least twenty-four (24) hours' notice of our intent to enter. I agree that any items left in my apartment after I vacate the premises may be disposed of in whatever manner the management deems appropriate. I am aware the items will be inventoried and photographed and that I may be billed for the removal of such items.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date Received

***\*This notice must be received before the 1<sup>st</sup> day of the month or it is not considered a full 60-day notice as per your lease agreement.***

Revised December 15, 2016