

# Notice of Intent to Vacate

Date of Notice: \_\_\_\_\_

Names of Residents: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Other Telephone or contact info: \_\_\_\_\_

I/We, the undersigned, hereby serve notice that I/we intend to vacate the above mentioned apartment on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(Note to Tenant: If you have fulfilled all the terms of your lease you may anticipate a deposit refund. However, in order to receive a complete refund, you must comply with the following items. Keep in mind that your liability is not limited to the amount of your security deposit.)

1. I am responsible for any and all costs incurred by any other party due to my failure to vacate the premises on or before the date indicated above.
2. I may not rescind this notice nor may I change the date of vacating except by written consent of the property owner/manager.
3. I am responsible for all incurred utility bills through the lease ending date or date of actual vacating (whichever is later).
4. I am responsible for the full last month's rent. My Security Deposit may NOT be applied toward payment of any rent due.
5. My failure to return all keys (unit, mail box, laundry room, storage, etc.) issued for my unit will result in a \$25 charge for each key. I also understand that the unit will not be considered vacated and will be responsible for rent until ALL keys are returned.
6. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement.
7. I/We understand that any deposit refund will be in one check made payable to all parties of the lease unless notice is received from all parties to refund the deposit in one name when the unit is completely vacated.
8. I/We  agree  do not agree to showing my/our unit and having my/our phone number given to prospective tenants.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I intend to move to:

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State, Zip Code

Reason for vacating: \_\_\_\_\_

Resident's Printed name \_\_\_\_\_

Resident's Signature \_\_\_\_\_

Entire unit vacating       Roommate only

Other Important Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the below signed tenants of \_\_\_\_\_ agree that any deposit refund should be written to \_\_\_\_\_ after we vacate and sent to the following address: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**  
**Received By:** \_\_\_\_\_ **Date Received:** \_\_\_/\_\_\_/\_\_\_