

**NOTICE OF INTENT TO VACATE**

**\*\*\* PLEASE TAKE THE ATTACHED MOVE-OUT INSPECTION REQUIREMENTS SHEET \*\*\***

You are hereby notified of the undersigned lessee(s) intent to terminate rental of the property listed below:

**Today's Date:** \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Your Current Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Current Phone Number(s): \_\_\_\_\_

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

**DATE YOU WILL BE VACATING THE PROPERTY:** \_\_\_\_\_

**RECEIVED CHECKOUT REQUIREMENTS** \_\_\_\_\_ (initial) **DATE RECEIVED** \_\_\_\_\_

**FORWARDING ADDRESS INFORMATION:** (Initial here if your address is unknown at this time: \_\_\_\_\_ )

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

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

Phone number: \_\_\_\_\_ Date for new number: \_\_\_\_\_

**BY THE SIGNING OF THIS FORM, LESSEE ACKNOWLEDGES THAT GIVING NOTICE DOES IN NO WAY UNOBLIGATE LESSEE OF THEIR CONTRACT TERM AND CONDITIONS AND THAT THEY WILL BE HELD RESPONSIBLE FOR THE PROPERTY AND RENT AND ALL UTILITIES UNTIL A NEW TENANT HAS TAKEN POSSESSION AND A CONTRACT IS SIGNED BY NEW LESSEE, IF TENANT IS LEAVING BEFORE CONTRACT TERM IS UP, AND TENANT AGREES TO PAY \$150.00 TRANSFER FEE TO TRANSFER CONTRACT AS PER CONTRACT AGREEMENT. ALSO, THAT LESSEE HAS TAKEN THE ATTACHED CHECK-OUT REQUIREMENTS AND HAS AGREED TO ABIDE BY THEM.**

**CHECK HERE IF YOU WOULD LIKE US TO COURTESY ADVERTISE ON OUR RENTAL LIST**

LESSEE \_\_\_\_\_ LESSEE \_\_\_\_\_  
Signature Signature

**OFFICE USE ONLY:**

TRANSFER FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_ (initials)

REPLACEMENT CODE: \_\_\_\_\_ LEASED TO DATE: \_\_\_\_\_