



NOTICE OF INTENT TO VACATE

We regret that you will be moving from our community. So that we may help make your move easier, please take a few minutes to fill out the following information completely. Please note that your notice to vacate will not be considered valid until this form has been completed and signed by management.

Apartment Number: _____

Date you will move out and surrender premises: _____

Resident Name: _____

Phone and Email: _____

Resident Name: _____

Phone and Email: _____

Resident Name: _____

Phone and Email: _____

Resident Name: _____

Phone and Email: _____

FORWARDING ADDRESS: _____

REASON FOR MOVE-OUT: _____

- 1. CHANGES IN MOVE-OUT DATE. Under the Lease Contract, you must obtain our prior written approval to change or retract the move-out date. You may not hold over beyond the above move-out date. If the dwelling is re-let to others after we receive this notice, you won't be granted any extensions. We and any new residents may rely on this move-out notice for all purposes.
- 2. DATE OF SURRENDER. Under the Lease Contract, you surrender the dwelling unit for all purposes (including security deposit refund, cleaning, and all repairs) when you do any of the following:
 - turn in all keys/access devices where you pay the rent;
 - the move-out date has passed, and no one is living in the dwelling; or
 - abandon the dwelling (as defined in the Lease Contract).

- holdover rents and Lease Contract extensions.
- 4. HOLDOVER. If you stay beyond the move-out date, you will be subject to increased rent for the holdover period and liable for all damages as outlined in the Lease Contract.
- 5. CLEANING. Under the Lease Contract, you must leave the dwelling unit in a clean condition. Please follow any written move-out cleaning instructions that we've furnished.
- 6. RETAINING RECEIPT. After our representative signs and acknowledges receiving this notice, you should keep the bottom portion of this notice as verification that you gave written move-out notice.
- 8. PROPER NOTICE. When you use this form, notice from one resident is notice from all, except when a co-resident (other than the terminating resident's spouse or dependent) terminates because of the Servicemembers Civil Relief Act (SCRA). Your advance notice must be at least the number of days notice required in the Lease Contract, even if your contract has become a month-to-month lease.
- 9. MOVE-OUT INSPECTION. You should meet with our representative for a move-out inspection. Our representative has no authority to bind or limit us regarding deductions for repairs, damages, or charges. Any statements or estimates by us or our representative are subject to our correction, modification or disapproval before final refunding or accounting.

All residents and occupants lose their right of possession on the move-out date. Any resident who wishes to remain lawfully in the dwelling unit must sign a new Lease Contract.

- 3. EARLY MOVE-OUT AND OTHER LEASE CONTRACT VIOLATIONS. Under the Lease Contract, our representative's receipt of this notice does not constitute approval of an early move-out and does not constitute a release of any resident's liability for money due under the Lease Contract. We reserve all contractual and statutory remedies for unauthorized early move-out, including late payment charges, returned-check charges, damages, attorney's fees, and liability for increased

Your Signature(s):

Resident Signature and Date:

Resident Signature and Date:

Resident Signature and Date:

Resident Signature and Date:

Resident Signature and Date:

Resident Signature and Date:



NOTICE OF INTENT TO VACATE

We acknowledge receiving your notice of intent to move out of Apt. No. _____ at _____ . Your Date of intended move-out is _____ . We received your notice of intent on _____ through our representative.

If your move-out notice does not comply with the Lease Contract and we haven't given you a written release of your obligations under the Lease Contract, your right of occupancy will end on the move-out date and you will continue to be liable for all sums due until the Lease Contract or renewal period expires, as defined by the Lease Contract.

You are encouraged to reconsider your decision to move out, but at our option, we will have the right to rely on your notice and may enter into Lease Contracts with others for commencement on the day after your move-out date. Our remedies for early move-out, nonpayment, and other Lease Contract violations will not be waived or diminished by our receipt or acceptance of your move-out notice.

Check only one of the following:

- We acknowledge receipt of your move-out notice. We do not approve it or release you from liability under the Lease Contract. However, we are entitled to rely on your notice for the purpose of reletting your dwelling unit to others.
- We acknowledge receipt of your move-out notice, but we do not have enough information currently to approve or disapprove it. Therefore, your notice is presumed disapproved until we notify you otherwise.
- We approve the move-out date stated above, and your Lease Contract term will end on that date. Please see below for your estimated charges due prior to move-out** (Any cleaning and damage fees will be assessed after keys have been turned in and apartment has been inspected by management.) ****This section is completed by management*

Move Out Date: _____

Rent: _____ for the month of _____

Rent: _____ for the month of _____

Prorated Rent: _____ Due on the 1st of _____

Early Termination Fee: \$ _____

Reletting Fee: \$ _____

Concession Payback: \$ _____

Other: \$ _____

(Includes estimated prorated rent through end of notice to vacate and any additional lease break fees due. This does not include utility billing, that will be determined upon moving out. Any unpaid utility bills will be charged against your security deposit or remaining credit on your account.)

Management Name

Agent for Management Signature and Date