

Notice of Intention to Vacate

TO: _____

FROM: _____

Dated _____

Please be advised that on _____ we intend to move from our residence at _____.

We understand that our rental agreement calls for _____ days' notice before we move and that this is _____ days' notice. We understand that we are responsible for paying rent through the end of the notice period called for in the rental agreement or until another tenant approved by the management has moved in, whichever comes first.

We understand that our deposits will be refunded within _____ 45 _____ days after we have moved out completely and returned our keys to the management, so long as we leave our dwelling reasonably clean and undamaged.

Reasons for leaving: _____

Forwarding address: _____

In accordance with our rental agreement, we agree to allow the management to show our dwelling to prospective tenants at any and all reasonable times.

Tenant _____

Tenant _____

Received by _____

Date _____