



NOTICE OF INTENT TO VACATE

Name(s): _____ Today's Date: _____
_____ Move-Out Date: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Reason for Moving: _____

Forwarding Address: _____

I understand that the residence must be left in a clean and neat condition in compliance with my lease. Additional charges will be assessed for damage and unpaid service charges. A fee will be charged if keys are not returned upon move out.

I understand that if this move is prior to the expiration of my lease, I will be held liable for all applicable charges. These charges must be paid prior to move out.

In the event that damages to the residence exceed normal wear and tear, I understand and agree that I will be held liable for the excess costs, and agree to pay said charges within thirty (30) days of notification of the charges.

I understand that the above date is a definite vacating date and that my residence may be pre-leased. If I decide to rescind this Notice to Vacate, I must do so in writing. I understand that Real Estate Associates, Inc. has the right not to accept any recall of my Notice to Vacate.

My lease expires on: _____

Tenant Signature
Print Name: _____

Date

Tenant Signature
Print Name: _____

Date

FOR OFFICE USE ONLY Received By: _____ Date: _____