

TENANT NOTICE OF INTENT TO VACATE

TO: _____, Landlord / Agent.

YOU ARE HEREBY INFORMED AND NOTIFIED, that the undersigned tenant(s) of the

Rental Unit located at: _____

will vacate said premises on or before _____, 20____,

and you may rent said premises and show the same for sale or rental at all reasonable times

from this date forward, as provided in the rental agreement.

Reason for Vacating: _____

Forwarding Address: _____

Dated this _____ day of _____, 20_____.

Tenant: _____

Tenant: _____

Received this _____ day of _____, 20_____.

Landlord / Agent: _____

Please note that it is the tenants' obligation to leave the apartment clean and in good condition at the time of vacating as indicated by the tenant's inspection report filled out at the commencement of the tenancy.

In addition, any locker or storage area should be clean, the utility companies should be notified, and your keys should be returned to the Landlord or Agent.

Please leave your forwarding address with the Post Office and the Landlord or Agent.

The condition of the apartment at the time of vacating shall be inspected by the Landlord or Agent, who has the final authority to determine how much of the cleaning or security deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement.

We Have Enjoyed Your Tenancy. Thank You!