

VACATE NOTICE

**You must be completely moved out and your keys turned in
by 12:00 noon on your move-out date**

Name: _____ Move-out Date _____

Today's Date _____ Move-in Date _____

Address vacating from: _____

Telephone number: _____ Bedroom Size: 1 2 3 4

We may be showing your unit to potential residents.
We will give you a 24-hour notice before showing your unit.

A pre-move-out inspection may be done with you prior to your move-out date.

I intend to move to: _____

My security deposit (or information concerning it) should be mailed to:

I understand I am responsible for the rent/utilities until: _____

Reasons for moving: _____

SIGNATURE: _____

FOR OFFICE USE ONLY:

Notice Required: PH/BS proper 30 day _____ Notice taken by: Staff Initials _____

Provide Cleaning List _____ Make copies for staff _____ Pull File _____

Enter forwarding address in applicant notes _____ Improper Notice letter sent _____