

**NOTICE OF RESIDENTS' INTENTION TO VACATE PREMISES**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED: \_\_\_/\_\_\_/\_\_\_

RE: Premises at \_\_\_\_\_ Apt. # \_\_\_\_\_

Residents shall terminate occupancy of said Premises on \_\_\_\_\_, 20\_\_.

Accordingly, Residents authorize you to begin procedures to re-rent the Premises effective on said date or as soon after that date as possible. So that you may be able to re-rent the Premises, according to the terms of the Lease, Residents authorize you to show the Premises to prospective Residents at any reasonable time commencing immediately.

Residents agree to vacate the Premises on or before said date.

\_\_\_\_\_  
RESIDENT (Signature)

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
RESIDENT (Signature)

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
RESIDENT (Signature)

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
Manager (Signature)

\_\_\_\_\_  
Date

SECURITY DEPOSIT REFUND

To receive my security deposit promptly, according to the terms of the Lease, please forward my monies to forwarding address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR MOVING (OPTIONAL)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE ALL RESIDENTS MOVING?    \_\_\_ Yes    \_\_\_ No

Received by: \_\_\_\_\_  
Supervisor

Date: \_\_\_/\_\_\_/\_\_\_