



Notice to Vacate

(A min. of 30 days' notice required)

Today's Date: _____

Intended Vacate Date: _____
(Last day of month)

As we have agreed in our Lease/Rental Agreement, we will provide a **minimum of 30 days' notice**, and make the premises accessible to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not. This is to notify you, the Owner/Agent, that the below named tenant(s) hereby give notice of intent to vacate the premises at:

To receive your maximum refund of deposit, Owner/Agent must approve the cleaning and condition of the unit upon move out. It is the tenant's obligation to leave the residence in the same clean and good condition as when received at the beginning of tenancy, ordinary wear and tear excepted. The Owner/Agent will fill out a "Condition Report" after the tenant has vacated the unit. The Owner/Agent will mail an estimate or deposit disposition and security deposit refund, if any, to the tenant within 21 days of Owner/Agent receiving keys or learning of vacancy of the unit.

The tenant is responsible to pay for rent & utilities until the *Tenant Move Out & Cleaning Checklist* form is signed, dated, and returned to the Owner/Agent with keys. If the tenant moves out prior to the end of the month, and rent has been paid through the end of the month, there will be no refund unless the unit is re-rented before the end of the month. The tenant will give change of address information to the Owner/Agent, the utility companies, the Post Office, etc.

Forwarding address:
Forwarding Phone #: ()

Reason for vacating: (Maybe we could have done better?)

By signing below, I state that I have read and do understand the above and agree to comply unconditionally

Tenant (1)	
Tenant (2)	
Tenant (3)	
Tenant (4)	
Received by Owner/Agent	

Date
Date
Date
Date
Date