

Property Management Services of Columbia, LLC

121 Sparkleberry Crossing Suite 102A

Columbia, SC 29229

Office: 803-771-0001

or

803-550-9777

WRITTEN NOTICE TO VACATE

page 1 of 2

Date: _____

Complete Property Address: _____

Names of all tenants:

Good contact number:

Has any pets been on the premises? If so, please specify the number, type, and breed:

Lease expiration date: _____

Exact date that the property will be available: _____

The exact date utilities will be disconnected: _____. **Utilities MUST remain on for the entire lease term. Failure to have utilities on for the ENTIRE lease term will result in a \$50.00 administrative charge from tenant(s) security deposit.**

Forwarding address:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Visit www.managecolumbia.net for specific move out instructions

We Appreciate Your Business!

Exceeding Expectations!!! Opening Doors to New Possibilities!!!

Notice to Vacate Page 2 of 2

Any additional comments that would be considered beneficial regarding your move out:

I hereby affirm that this signed document is to serve as my thirty calendar day written notice to vacate the property listed above: **This document MUST be signed by all tenants and Landlord.**

Tenant

Date

Tenant

Date

Tenant

Date

Tenant

Date

Authorized Agent of Property
Management Services of Columbia, LLC

Date

Visit www.managecolumbia.net for specific move out instructions

We Appreciate Your Business!