

**NOTICE OF INTENT TO VACATE**

To: \_\_\_\_\_

From: \_\_\_\_\_

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

Please be advised that on \_\_\_\_\_ we intend to move from our residence at \_\_\_\_\_

We understand that our Rental Agreement calls for \_\_\_\_\_ days' notice before we move.

This writing is the authority to satisfy that requirement and place you on notice of our intention.

We understand that we are responsible for paying rent through the end of the notice period called for in the Rental Agreement.

We understand that our deposits will be refunded within \_\_\_\_\_ days after we have moved out completely and returned the following:

\_\_\_\_\_ ( keys ) ( garage door openers ) etc. \_\_\_\_\_

to \_\_\_\_\_ ( management ) \_\_\_\_\_ ( owner ) \_\_\_\_\_,

so long as we leave our dwelling reasonably clean and undamaged.

Reasons for leaving:

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

Forwarding address:

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

In accordance with our rental agreement, we agree to the following:

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

Tenant \_\_\_\_\_ Tenant \_\_\_\_\_

Received by \_\_\_\_\_ Date: \_\_\_\_\_