



Notice to Vacate Form

Please return this form to MCC Property Management when you are ready to give us notice that you will be moving. Thank you!

Today's Date: _____

Your Name: _____

Current Address: _____

Forwarding Address: _____

Phone Number: _____

Move-Out Date: _____

Reason for Moving: _____

I am aware that I must give my Notice to Vacate in writing at least 30 days prior to the end of

my Lease Agreement.

For Month-to-Month Tenancies: I am aware that in accordance with my Rental Agreement, if a

full 30 Day Notice to Vacate is not given prior to the end of the month I will be responsible for

rent for the following month and my lease will end the last day of the next month.

I am aware that I am legally obligated to fulfill the terms of my contract through it's entire duration.

I am aware that if keys to the Rental are not returned by the last day of the month I will be responsible

for the next month's rent.

I am aware that I must leave the unit in the same condition as when I moved in by completing the entire



move-out cleaning checklist. I am aware that any cleaning or repairs needed to the Rental after I have

vacated will be billed at my expense and deducted from my security deposit.

Tenant Signature(s):

Name Date

Name Date

Office Use Only: Date Received: _____