

# Notice of Intent To Vacate Property

Date of Notice: \_\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Property Address \_\_\_\_\_ Apt. # \_\_\_\_\_

I/WE the RESIDENT(S) of the above property, hereby give you this Notice that I/WE intend to vacate the apartment on the \_\_\_\_\_ day of \_\_\_\_\_.

I/WE have COMPLETED the term of my/our lease.

I/WE have NOT COMPLETED the term of my/our lease.

I/We are vacating because

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

MY/OUR FORWARDING ADDRESS is

\_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Very Truly Yours,

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

***Below For Office Use Only:***

*This Notice was received on (date)* \_\_\_\_\_

*Resident(s) gave* \_\_\_\_\_ *days notice to vacate.*

*Management Signature:* \_\_\_\_\_