

☞ NOTICE OF INTENT TO VACATE ☞

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

To: Landlord, \_\_\_\_\_

From: Tenant(s), \_\_\_\_\_

Re: Apt. #                      at building address:  
\_\_\_\_\_

I/We, \_\_\_\_\_, tenant(s) of the above referenced apartment, hereby notify you that I/we intend to vacate the said premises on month: \_\_\_\_\_ day: \_\_\_\_\_, year: \_\_\_\_\_.

I/we understand that upon vacating, I/we must remove all personal property from my apartment so that it is deemed broom clean. Property not removed by my move-out date will be deemed abandoned and promptly disposed of.

Once a move-out inspection is completed, any security deposit not used by the landlord for purposes set forth in my lease agreement or already discussed, shall be returned to me/us at the following address, my/our forwarding address:

\_\_\_\_\_.

\_\_\_\_\_  
Tenant's signature                      date                      Tenant's signature

----- Notary Section  
Thank you, Neighborly Notary®©2017

State of \_\_\_\_\_  
County of \_\_\_\_\_  
Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public