

# Notice of Intent to Vacate

From: Tenant 1 (First and Last Name): \_\_\_\_\_  
Tenant 2 (First and Last Name): \_\_\_\_\_  
Rental Property Address: \_\_\_\_\_  
\_\_\_\_\_

To: Property Manager: Veronica Cruz

Phone Number: (505) 923-0003

Email Address: [VajkProperties@gmail.com](mailto:VajkProperties@gmail.com)

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

Dear Property Manager,

This letter will constitute written notice of my intention to vacate my Rental Property address indicated above at the end of my current lease / month to month agreement. I am doing so because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please recall that I made a security deposit of \$\_\_\_\_\_ at move in. Should I clean the Rental Property in accordance with the Move In Checklist, I expect to receive that deposit refunded in full, since the house will be left in clean and good condition. I understand that if you feel that you are entitled to retain any portion of the deposit, you will provide me with an itemized statement of all charges within 30 days.

Pre-paid my Last Month's rent? NO, I am liable to pay my rent until the last month when I move out.

Pre-paid my Last Month's rent? YES, to cover the month of \_\_\_\_\_ in the amount of \$\_\_\_\_\_, please apply it accordingly on the 1<sup>st</sup> of my move out month.

I can be reached at (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ and my forwarding address is (add City, State & Zip) \_\_\_\_\_  
\_\_\_\_\_. I understand that in accordance with the lease agreement if I do not give my forwarding address, I forfeit the refund of my deposit since the refund security check is unable to be delivered via postal service mail.

Sincerely,

\_\_\_\_\_, Tenant