

Instructions & Reminders:

If you are giving notice to vacate your rental, you can use the following page. Fill out the blanks. Then return it to us (by mail, drop off at office, or email).

Notice must be given on (or before) the last day of the month two months prior to when you will be vacating the property. See the chart below for the day we must receive written notice on (or before) based on the month you are going to move out.

You must pay rent for the last month of occupancy. Your security deposit does not go towards your rent. Move outs are at the end of the month (*you can move earlier in the month, but you are still responsible for rent & utilities for the entire month*).

If you have any questions about providing notice to vacate, please reach out to us at 507-289-4505 or REDirectory1@yahoo.com.

Move out date	Notice must be received by
March 31 st	January 31 st
April 30 th	February 28 th /29 th
May 31 st	March 31 st
June 30 th	April 30 th
July 31 st	May 31 st
August 31 st	June 30 th
September 30 th	July 31 st
October 31 st	August 31 st
<i>Winter Clause-No moving November to March-See pg. 1 of lease</i>	

Date

Address:

Dear Real Estate Directory,

This letter serves as my/our notice to vacate the above property. I/we understand that we must provide 2 full calendar months written notice.

This is our 2-full calendar month notice that I/we will be vacating this property by noon on _____.

We understand that we must keep utilities in our name (those which we are responsible for per our lease agreement) until this date. Also, if we are required (per our lease agreement) to take care of the lawn care and/or snow removal, we will also do so until this date.

We also understand that we must pay for rent our last month of occupancy. Our security deposit does not go towards our rent.

We also understand that we are required to have the carpets professionally cleaned prior to vacating, and provide you with a receipt at move-out.

We will turn in our keys and openers (if applicable), carpet cleaning receipt, and forwarding address to your office by noon on _____.

Thank you,

Name(s) and Signature(s)