

**Notice to Vacate**

To: E & B Rentals  
927 Loring St. Suite #2  
Altoona, WI 54720

Date giving notice: \_\_\_\_\_

I/we \_\_\_\_\_  
(NAME/S)

will be vacating \_\_\_\_\_ as of \_\_\_\_\_  
(ADDRESS) (DATE: last day of month )

**\* You are obligated for the whole month\***

Please check one:

- This is a 30-day notice on or before the 1<sup>st</sup> of the month prior to vacating.  
(Example: If you give notice on May 26, move out would be June 30.)
- This is a notice giving less than 30 days from vacating. Notices are due by the 1<sup>st</sup> of the month. You may, under the provision of our vacancy policy, be obligated to pay rent for that portion of next month that the unit is vacant. (This is also state law.) If the unit re-rents for the first of next month, then there will be no additional rent charges.
- This is a cancellation of my 30-day notice dated \_\_\_\_\_. I understand that E&B Rentals will remove my address from the rental list including print media if necessary. It is possible that some people may have a rental list which contains your unit. Please advise them of the cancellation and that the Landlord has a revised rental list available.



Prospective tenants may wish to look at the rental unit. They will be advised to contact you to set up a convenient time to view the unit. Your assistance in this will be greatly appreciated. E&B Rentals can show the unit if it's not convenient for you.

**\*\* Due to COVID-19, we will not be doing in person showings for occupied units. \*\***

- ✓ Provide E&B Rentals with your forwarding address in case there is a need for future contact including security deposit refunds.  
Forwarding address: \_\_\_\_\_
- ✓ Please return all keys and garage door opener if applicable to the office on the **last day of the month by 11:00 a.m.** If late, a per hour fee will be charged.  
If tenant does not vacate on the last day of the month, tenant will be charged double the monthly rent charged.
- ✓ Clean the unit before you move. Don't forget the tub, oven, stovetop, drip pans and wall behind your garbage receptacle. You may request a walk through with E&B Rentals to ensure cleanliness is up to standard.
- ✓ Call Xcel (and phone/TV/internet) to tell them when you are moving out.
- ✓ Stop automatic rent payments if set up
- ✓ **Note:** Security Deposit – It takes 21 days after move out to finalize everything.

Signature: \_\_\_\_\_  
(TENANT)

Rec'd By: \_\_\_\_\_  
(E&B RENTALS)