



## NOTICE OF INTENT TO VACATE

**ALL LEASEHOLDERS MUST SIGN FOR THE NOTICE TO BE CONSIDERED SUBMITTED.**

I UNDERSTAND THAT A 60-DAYS **WRITTEN NOTICE** TO VACATE MY UNIT IS REQUIRED AS INDICATED BY THE TERMS OF MY LEASE (UNLESS STATED OTHERWISE). TELEPHONE CONVERSATIONS DO NOT QUALIFY AS NOTICE, NOR DOES A WRITTEN NOTICE NOT SIGNED BY **ALL** LEASEHOLDERS. IF THE BELOW DATE TO VACATE OCCURS BEFORE THE 60 DAYS NOTICE EXPIRES, I UNDERSTAND I WILL BE CHARGED RENT THROUGH THE 60<sup>TH</sup> DAY. YOUR NOTICE WILL NOT START UNTIL WE RECEIVE ALL REQUIRED/SIGNED DOCUMENTATION.

**PLEASE NOTE**

Please refer to your lease for the required notice to vacate, which determines your rent responsibility. If you are breaking your lease, please contact the office for the current early termination policy for the required fees and conditions.

**OFFICIAL WRITTEN NOTICE TO VACATE**

Lease Expiration Date \_\_\_\_\_ Early Termination? (please circle)      Yes                      No

All tenants occupying the apartment at \_\_\_\_\_,

hereby give notice of intent to vacate on \_\_\_\_\_ (Date keys will be returned).

Reason for Leaving \_\_\_\_\_

Are you giving 60 days written notice before the expiration of your lease? (please circle)                      Yes                      No

If NOT giving 60 days, will you be staying in the unit until the 60 days has occurred or moving out at above date? (please circle)

            Staying                      Moving

\*You will be charged rent for the 60 days at your current rental rate whether you live in the apartment or not.

**CAN YOU MOVE OUT EARLY?**

Based on supply-and-demand of the market please check with the leasing office to see if we are currently offering any early move-out options with credits.

**PLEASE NOTE**

As stated in the lease, the Security Deposit is held as a damage deposit and returned only to those residents who are remaining in the apartment through the actual expiration of the Lease.

Deposit refunds are mailed within 30 days of your move-out date or after the keys have been received by the leasing office. You will be charged for rent until they are found.

All utilities must remain in your name through the term of your lease responsibility. You must call the utility companies for final readings and disconnections.

To assist in your relocation process, please request from the office, a Move-Out list that explains what needs to be done in the unit at move-out. We do expect your apartment to be left in the same condition that it was presented to you at time of move-in. All holes must be patched in the walls and the carpets cleaned by a professional company (unless arrangements made with office).

**FORWARDING ADDRESS SECURITY DEPOSIT REFUND**

To insure that your security deposit refund gets directly to you as quickly as possible, please leave a forwarding address. Failure to do so, will result in your refund being mailed to your apartment address and will rely on the USPS to forward. **Please note:** Security Deposit refunds will only be processed in the leaseholder(s) name(s).

Leaseholder #1- Name, Forwarding Address and Phone Number:

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Leaseholder #2- Name, Forwarding Address and Phone Number:

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Leaseholder #3- Name, Forwarding Address and Phone Number:

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**MOVE OUT INSPECTION**

If you would like to schedule a move out inspection with a Kress Properties staff member to determine the condition of your apartment, this can be arranged by calling the office. Appointments are scheduled Monday-Friday, between the hours of 9am and 4pm only. The apartment must be cleared of **ALL** personal items to insure a fair inspection. Please refer to your move-in inspection for items that will be forgiven upon move-out.

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Tenant Signature

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Date Signed

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Tenant Signature

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Date Signed

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Tenant Signature

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Date Signed

**FOR OFFICE USE ONLY**

DATE RECEIVED BY OFFICE\_\_\_\_\_

KRESS PROPERTIES AGENT\_\_\_\_\_