



TENANT NOTICE OF INTENT TO VACATE

NAME(S) \_\_\_\_\_

ADDRESS VACATING \_\_\_\_\_

REASON FOR VACATING \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

Telephone # \_\_\_\_\_ Email address \_\_\_\_\_

DATE REQUESTED FOR FINAL INSPECTION \_\_\_\_\_

Attention Owner/Agent: This is to notify you of our intention to vacate the above premises as of \_\_\_\_\_. I will call at least ten days in advance of vacating to schedule a move-out inspection. I understand there is a \$125.00 cash payment due at the time of service for any after-hours inspection. This includes weekends and holidays. Fee will be deducted from my deposit. I understand the premises must be totally clean and vacant at the time of the inspection. If a second inspection is necessary, there will be an additional \$25.00 re-inspection fee. I understand that all keys will be delivered and all rights of possession to the property will be surrendered to the property manager at the time of inspection. Receipts for any applicable carpet and drape cleaning, fumigation, and closing utility bills (including propane and oil tank fills), marked "Paid in Full" will be required at the final inspection unless other arrangements have been previously made.

If property management has to arrange/coordinate ANY of above services (except move-out inspection), time will be billed at \$50.00 per hour, with a one hour minimum.

I have received a copy of the DEPOSIT RETURN REQUIREMENTS form.

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Date Notice Received \_\_\_\_\_ Time/Date of Inspection \_\_\_\_\_

Received by \_\_\_\_\_ Deposit Disbursement Date \_\_\_\_\_