

# Notice if Intent To Vacate

To:



Date of Notice: \_\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

I/We the RESIDENT(S) of the above apartment, hereby give you this NOTICE that I/WE intend to vacate the apartment on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I/WE HAVE COMPLETED the term of my/our lease or rental agreement.

I/WE HAVE NOT COMPLETED the term of my/our lease or rental agreement.

I/WE are vacating because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MY/OUR FORWARDING ADDRESS is \_\_\_\_\_

\_\_\_\_\_

City, \_\_\_\_\_, State \_\_\_\_\_, Zipcode \_\_\_\_\_

And Phone \_\_\_\_\_.

Very Truly Yours,

\_\_\_\_\_  
\_\_\_\_\_

BELOW FOR OFFICE USE ONLY

Resident(s) gave \_\_\_\_\_ days notice to vacate. Notice received on (date) \_\_\_\_\_

Management Signature \_\_\_\_\_