

# Notice to Vacate



## EACH TENANT MUST COMPLETE THIS FORM

Building Address/Apartment #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

I hereby give notice that I shall vacate the address above on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Security deposits **must** be refunded jointly to all persons named on the lease. Any variation must be in writing and agreed to by all parties prior to vacating.

I hereby request that upon my vacating, if everything is found in satisfactory condition after the inspection & all keys have been returned, my portion of the security deposit will be returned to me approximately thirty (30) days after the lease ending date.

**Resident must schedule a date and time for a move-out apartment inspection. If no date is given, resident(s) waives the right to be present for the move-out inspection.**

Date of inspection: \_\_\_\_\_ Time of inspection: \_\_\_\_\_

Save Time and Energy! Apartments are expected to be CLEAN at your move-out inspection. If you wish to have your apartment cleaned by us, please initial \_\_\_\_\_ and we will get it spic and span for you. We can even deduct the charge from your security deposit – what could be easier? This does not include trash removal and the prices quoted are for “normal” cleanings, upcharges may apply. (See office for prices)

Deposit to be mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for vacating: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you enrolled in our electronic pay program? Yes or No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date vacated: \_\_\_\_\_

Security deposit amount: \$ \_\_\_\_\_

Refund amount \$ \_\_\_\_\_

Balance due \$ \_\_\_\_\_

Deductions/Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tenant received list of what is expected to be cleaned (Yes or No) Staff Initials \_\_\_\_\_