



NOTICE TO VACATE

Date of Submission: _____

Resident(s) Name: _____

Property Name: _____

Property Address: _____ Unit: _____

PLEASE CONSIDER THIS OUR THIRTY (30) DAY NOTICE OF INTENT TO VACATE THIS UNIT ON

_____, _____,
Month Day Year

FORWARDING ADDRESS:

Contact Phone Number: _____

Notice of Right to Initial Inspection: We will perform an inspection (preferably with you present) once you have vacated the property, however you do have the right to request an initial inspection of your unit and be present during that inspection, which shall occur no earlier than two weeks before the termination of the tenancy and during normal business hours. I also understand that at this initial inspection, the owner/agent will provide an itemized statement (move-in/move-out report) specifying repairs or cleaning that are proposed to be the basis for the deductions from the security deposit. I understand, however that this may not be a final accounting of deductions from my security deposit. I understand, that no later than two-four weeks (14-30 days) after the owner/agent has regained possession of the premises, owner/agent shall provide me with an itemized statement, indicating the basis for, and the amount of, any security received and the disposition of the security and shall return any remaining portion of such security deposit to Resident.

(check only one option below)

- I decline the initial inspection.
- I request the initial inspection of my unit, and I wish to be present.
- I request the initial inspection of my unit, but I will not be present.
- I request the standard inspection (once the unit is vacated), and will be present.

Best number to reach me at to arrange for the inspection: _____

Reason for Moving (select/circle one or all that apply):

- Buying
- More Space
- Downsizing
- Budget
- Maintenance

Other: _____

**THE SECURITY DEPOSIT CANNOT BE USED AS THE LAST MONTH'S RENT.
PLEASE MAKE SURE YOU RETURN THE PROPERTY TO US ACCORDING TO THE
VACATING INSTRUCTIONS TO ENSURE RETURN OF SECURITY DEPOSIT.**

Resident Signature

Resident Signature