

# NOTICE OF INTENTION TO VACATE

Project No.

Tenant No.

Unit Size

Unit No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, hereby serve notice of my intent to vacate Apartment No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My forwarding address will be \_\_\_\_\_

\_\_\_\_\_ State and Zip Code

Address

City

My reason for moving is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

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

## To be completed by Authorized Personnel

| Date of 1 <sup>st</sup> Occupancy | Date Actually Vacated | Last Day for Which Rent is to be Paid | Rent Paid to | Balance        |
|-----------------------------------|-----------------------|---------------------------------------|--------------|----------------|
|                                   |                       |                                       |              | Returned<br>\$ |
|                                   |                       |                                       |              | Unpaid<br>\$   |

Remarks: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Personnel