

## NOTICE OF INTENT TO VACATE

NAME: \_\_\_\_\_ APARTMENT #: \_\_\_\_\_

**DATE THE APARTMENT WILL BE VACANT:** \_\_\_\_\_

In order to qualify for the return of my deposit, I understand that all of the following items must be fulfilled and if not my deposit must be forfeited.

- ❖ That my lease has expired, or will expire by the expiration of my notice period.
- ❖ That I have given a sixty (60) day notice.
- ❖ That I will vacate on or before the date given above.
- ❖ That my apartment will be clean including the refrigerator and range, and bathroom fixtures.
- ❖ That no damages have been done to the apartment besides normal wear and tear.
- ❖ That I will return my keys to the management office before leaving.

**REASON FOR VACATING APARTMENT:**

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

**FORWARDING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date Vacated

Cc: File