

**TENANT'S MANDATORY NOTICE TO
MANAGEMENT OF INTENTION TO VACATE**

Date: _____

To: _____

From: _____

This notice that on (date) _____ the undersigned intends to move from the residence at (address) _____

The undersigned understands that the lease/rental agreement requires 30 days of advance notice. The undersigned also understands that he or she is responsible for paying rent through the end of the notice period required in the lease/rental agreement or until another tenant approved by the management has moved in, whichever occurs first.

The undersigned understands that any deposits that he/she is entitled to will be refunded within 30 days after the premises have been vacated and all keys returned to the management, so long as the dwelling is left in broom-clean condition and undamaged.

Reasons for leaving: (Optional)

Forwarding address: (*Required*)

New phone number: (Recommended)

In accordance with the lease/rental agreement, the undersigned agrees to allow the management to show the dwelling to prospective tenants at any and all reasonable times.

Tenant:

Tenant:
