

## **Notice to Vacate Property**

Please complete and mail or email this form in time to arrive to your Property Manager at least 30 days before the end of the initial term of your lease. If your lease has already rolled into month-to-month terms, this form must be received **before** the start of the last full month you intend to occupy the property (ie: If you are vacating at the end of June, a written notice to vacate the property must be received in our office or to your Property Manager on or before May 31st. If you are vacating on February 28th, a notice must be received on or before January 29th.)

Tenant Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Vacating Property: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Utilities will be Terminated: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

*Note: This form will not be accepted if you are vacating the property prior to your lease expiration, you need to fill out the form titled **Agreement for Vacating Prior to Lease Expiration** provided with your move-in packet.*