

# NOTICE OF INTENTION TO VACATE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_

PHONE HOME \_\_\_\_\_

WORK \_\_\_\_\_

THIS IS TO NOTIFY YOU THAT WE SHALL VACATE THE  
ABOVE ADDRESS BY:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

(WE WILL TURN IN THE KEYS ON THE ABOVE DATE OR BEFORE)

During your notice period, we will be discussing the property with prospective renters who may call you to schedule showings. When you choose to vacate the property at the end of your lease, you are responsible for providing prospective tenants access to the property. Please be prepared to assist them with showing the property when possible. We always inform prospects that access and showing of the property must be arranged at your convenience. Thanks for your help and cooperation.

REASON FOR LEAVING:

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

FORWARDING ADDRESS:

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

\_\_\_\_\_  
Date Signature of Tenant

\_\_\_\_\_  
Date Signature of Tenant

\_\_\_\_\_  
Date Signature of Tenant