



Notice to Vacate

Date: \_\_\_\_\_

Name(s) of Leaseholder(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Please accept this as my/our official two-month (two full rent payment periods) notice to vacate the apartment listed above. I am aware that the following summary of conditions applies as stated in my Residential Lease.

- This notice to vacate must be received by the landlord's office no later than the last day of the month that is two full rent payment periods prior to date of intended move-out.
• If you are breaking your lease, you owe a termination fee/buyout fee equal to one month's rent before this notice can be accepted and continue to be rent responsible through the end of your lease, two rental periods, or until the apartment is re-rented, whichever comes first.
• If the apartment has been re-let, an extension of move out date may not be granted by the landlord. If a holdover tenancy occurs, leaseholder(s) will be responsible for any and all damages to the landlord, and a reletting/holdover fee equivalent to one and one-half of a month's rent will be incurred. Rights of possession of all occupants cease on the move out date; and continued occupancy by any residents wishing to remain is lawful only if a new lease is executed.
• "Move out" will be completed only when the following have occurred: all keys given and duplicated have been turned into the landlord, rent and other outstanding balances have been paid in full, the period for move out has expired, all residents have vacated and cleaned the apartment as stated on the deposit refund form, and a forwarding address has been provided in writing. A walk through inspection may be performed if you choose between the hours of 9-5 Monday through Friday and keys must be returned at that time.
• Utilities that are the responsibility of the leaseholder(s) must remain such until the expiration of the notice period. Management reserves all contractual and statutory remedies for unauthorized move out including reletting charges, unpaid rent or rent related fees, damages, contractual liens, utility cutoff, and holdover expenses.

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

The date I intend to return possession of my apartment is \_\_\_\_\_

I understand that I am responsible for rent through \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

\_\_\_\_\_  
Leaseholder 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leaseholder 2

\_\_\_\_\_  
Date

DATE RECEIVED IN OFFICE \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_