



NOTICE TO VACATE

This is to serve as my/our sixty (60) day notice to vacate the premises known as:

Actual vacate date will be on the following date: ____/____/____

Lease end date is: ____/____/____ I understand that my rent and utilities are to be maintained through this date which may be different from the actual vacate date.

Reason for vacating:

- *If you are terminating/vacating early you will be required to pay a \$250 early termination fee* and be held rent/utility responsible until either home is re-rented or the lease expires, whichever occurs first. This does not apply to those in possession of valid military orders.
Fee is only required if you are leaving prior to completing the initial 12 month lease term.
- *If you are MILITARY and received transfer orders, a copy needs to be submitted with this notice. Failure to provide verifiable orders prior to vacating, could result in being held to the same guidelines as someone terminating early without military orders. Per the military clause, the 30-day notice must be provided from the 1st of the month.*

Forwarding address (Required by move out in order to comply with the lease refund requirement)

Additional Property Information: *If applicable

Mailbox # _____ Trash removal date _____

Parking Space # _____ Parking passes required _____

NOTE: All lease signers must sign. If there is a refund check issued, it will be made payable to all persons listed as leaseholders. If you wish to have the check made payable in any other way you must submit a written request signed by all lease holders, prior to vacating.

Tenant Signature

Contact Number(s):

Contact Email(s):

Office Personnel Only: Received by: _____ Date: _____