

# NOTICE OF INTENT TO VACATE

**Effective date:** \_\_\_\_\_  
**(Date all occupants and belongings will be out of the apartment)**

**ADDRESS:** \_\_\_\_\_ **apt.** \_\_\_\_\_

**Lease Buy-out**     **End of Lease Term**     **Other** \_\_\_\_\_

Please be advised that the undersigned intends to terminate tenancy.  
The deposit check will be written out to ALL tenants and mailed  
to the PRIMARY Tenant if multiply addresses are received.

**Primary Tenant's Name:** \_\_\_\_\_ **Primary Tenant Phone:** \_\_\_\_\_  
**Other Tenants on the lease** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRIMARY TENANT ADDRESS WHERE SECURITY DEPOSIT SHOULD BE SENT:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Telephone (if available) Area Code ( )** \_\_\_\_\_

I understand that if I have not fulfilled my obligations as stated in my rental agreement, that I will forfeit my security deposit. I also understand that if I move prior to the expiration of my rental agreement, I (we) must continue to pay rent on time until the rental agreement expires or the apartment is re-rented, whichever occurs first. I understand that any deposit refunded will be returned in one check made out to the ALL TENANTS and mailed to the Primary tenant.

I hereby sign this Intent to Vacate form on behalf of all occupants. I understand that all keys (entry and mail, etc.) must be returned to the office on the date of my/our Move Out. If after hours, keys may be dropped in the drop box, located at 10 E. 17<sup>th</sup>, if properly marked and placed in an envelope.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**Delivered to Management on** \_\_\_\_\_ **Received by:** \_\_\_\_\_  
(Name of Leasing Agent)