

*INSTRUCTIONS FOR*  
Tenants Notice to Landlord of  
**Intent to Vacate**

(Lease Term End or Month to Month)

**Please read and follow the following instructions on vacating your premises:**

1. Tenants must pay rent through the end of any period in which they intend to vacate. Thus, if you pay your rent monthly, you will have to pay an entire month's rent for the month in which you intend to vacate.
2. Tenants must give notice to the management office in writing on the attached form no later than sixty (60) days prior to the date in which you intend to vacate. This notice may be given as early as desired but must be received by the management at least sixty (60) days in advance of the move-out.
3. Tenants may not use this notice to get out of a lease term early. If you have signed a one-year lease you must fulfill that entire lease term. If you give notice during the lease term, it must be at least sixty days prior to the end of the lease term.
4. Tenants should obtain all necessary move-out documents from the management.
5. Prior to move-out, tenants should clean the premises and restore it to the same condition as upon move-in. Detailed move out instructions will be provided by the property management office.
6. Tenant should ensure that all rents, fees, and damages are paid prior to move-out. Rent for the premises is due on the same schedule as normally paid.
7. All individuals who have signed the lease must also sign the Intent to Vacate form.
8. If all tenants, residents, and occupants do not vacate, the lease signers and remaining occupants will continue to be liable for the lease terms, treble damages for holdover, and the subsequent costs and fees incurred.
9. Once given, the Intent to Vacate may be relied upon by management and may not be modified except by written agreement of the management.

Tenants Notice to Landlord of  
**Intent to Vacate**  
(Lease Term End or Month to Month)

**NOTICE IS HEREBY GIVEN** that on or before \_\_\_\_\_ the occupants and residents of the address below will be vacating the premises. The lease relating to these premises is hereby terminated as of the date above by the residents signed below pursuant to its terms.

The undersigned have reviewed the terms of the lease and the rules and regulations, and agree to follow the appropriate procedures for moving out. All rent and fees due through the date above shall be paid prior to move-out and in accordance with the lease agreement.

The undersigned agrees to have cleaned and vacated the premises as stated herein. Failure to do so will result in damages to the Owner/Landlord who will be entitled to recover such pursuant to this Notice and the Residential Rental Agreement.

If the address below is not vacated as stated above, the undersigned will be held liable for holdover (double) rent thereafter. The Owner/Landlord may institute legal action to obtain restitution of the premises and to obtain a judgement for all damages, court costs, attorney fees, and such other sums as provided for in the lease. In addition, if Owner/Landlord suffers other damages including costs to third parties to whom the premises may have been leased, the undersigned agree to pay such damages which may include but are not limited to costs of storage, hotel costs, and other such damages related to the failure to vacate.

The undersigned agree to abide by all the terms of the Residential Rental Agreement through the date above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Property Address:

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

Forwarding Address:

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

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**Lease signers: (all signers on the lease must sign)**

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

Print Name                      Print Name                      Print Name

Received on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ By the Management

Please obtain move-out information from management.

---

---