

**TENANT'S MANDATORY NOTICE TO LANDLORD OF INTENTION TO  
VACATE**

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

To: \_\_\_\_\_

From: \_\_\_\_\_

This is notice that on \_\_\_\_\_ the undersigned intends to move from the residence at \_\_\_\_\_

The undersigned understands that the lease/rental agreement requires \_\_\_\_ days of advance notice, and that this represents \_\_\_\_ days of notice. The undersigned also understands that he/she is responsible for paying rent through the end of the notice period required in the lease/rental agreement or until another tenant approved by the management has moved in, whichever occurs first.

The undersigned understands that any deposits that he/she is entitled to will be refunded within \_\_\_\_ days after the premises have been vacated and all keys returned to the management, so long as the dwelling is left in broom-clean condition and undamaged.

Reasons for leaving: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New phone number: \_\_\_\_\_

In accordance with the lease/rental agreement, the undersigned agrees to allow the management to show the dwelling to prospective tenants at any and all reasonable times.

Tenant: \_\_\_\_\_ Tenant: \_\_\_\_\_