



## Notice to Vacate

Site: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, I am giving notice that on the  
(Tenant's Printed Name)

following date \_\_\_\_\_, I will be removing all belongings from the

above referenced unit effectively vacating due to the following

reason: \_\_\_\_\_ . I understand that I am required

to give written notice, thirty (30) days in advance, and I am, in fact, doing so by signing below. I

further understand that I will be responsible for a minimum cleaning charge of \$100.00 should I

choose not to sweep the unit clean. I acknowledge that additional charges will be assessed

should there be personal items left behind or if I have caused damage to the unit itself. Lastly, I

am aware that any remaining prorated rent balance will not be refunded for the current month

that I am vacating and any refund for prepaid rent will be mailed to me at the following

address:

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tenant's Authorized Signature \_\_\_\_\_