



Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_

## NOTICE OF INTENT TO VACATE

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

Borger Residential is hereby advised that the undersigned intends to vacate the premises located at \_\_\_\_\_, Apartment \_\_\_\_\_ on \_\_\_\_\_ for the following reason:

- |  |   |
|--|---|
| <input type="checkbox"/> Home Purchase         | <input type="checkbox"/> Management Concerns            |
| <input type="checkbox"/> Can't Afford/Job Loss | <input type="checkbox"/> Neighbors/Noise                |
| <input type="checkbox"/> Job Transfer          | <input type="checkbox"/> Require Larger Space/Amenities |
| <input type="checkbox"/> Rental Increase       | <input type="checkbox"/> Roommate Situation             |
| <input type="checkbox"/> Marriage/Divorce      | <input type="checkbox"/> Other: _____                   |

I/we understand that this notice may not void the written requirement per my lease agreement, except if proper documentation is provided and approved. I/we understand that the move-out date provided above may not fulfill my financial obligation per my lease agreement. Further, I/we agree that once approved and acknowledged by receipt of a letter of acknowledgment from management, the move out date may not be changed without prior written approval from management.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

We ask that you comply with the provisions of your lease agreement by providing proper notification (60 days at the beginning of the month for an end of the month move out at the expiration of your lease) and leave the apartment in broom swept condition, free of any trash, furniture, or debris. Furniture and oversized items (bulk trash) must be removed from the community and may not be placed in the common areas or at the dumpster. A pre-move out inspection will be conducted at least one week prior to the scheduled move out to notify residents of any noticeable or apparent damages. Please be aware that additional charges may be assessed as necessary for additional repairs or cleaning.

In preparation for your impending move, please consider the following:

- Cancel any automatic e-payments setup via our resident portal or auto bill pays through your bank
- Terminate all utility services (electric & gas)
- Provide forwarding address to receive security deposit (if applicable) or future correspondence

Please leave your keys (home & building access key(s), parking decal(s), laundry card and a forwarding address and contact number with an agent at the management office on or before the approved move out date (5:00 PM) so that no additional charges are assessed. **Residents are responsible for rent on their apartment home until the date their keys are returned.**

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

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