

## Notice of Intent to Vacate Apartment

Date of Notice: \_\_\_\_\_

I/We the RESIDENT(S) hereby provide notice that all residents will be terminating our residency at \_\_\_\_\_  
\_\_\_\_\_ (apartment address). I/We intend to vacate the apartment on \_\_\_\_\_ (date).

I/We understand the following:

- a. All automatic debit activity, if any, will be stopped on the month of move out. I/We understand that the last month's prorated rent may be withdrawn if autopayment options are active through that time. As a result, all payments due after the automatic debit is stopped should be paid via the resident portal as a one-time payment.
- b. This notice does not relinquish us from any obligations under the lease.
- c. After providing notice, should I/we subsequently wish to cancel or extend our notice to a later date, we must contact the Landlord immediately in writing. If our apartment has already been re-rented, we understand that it may not be possible for the Landlord to grant our request.
- d. Should we fail to deliver possession of our apartment on or before the agreed upon vacate date, we will be responsible for additional rent and fees.
- e. If we have provided the appropriate 30- or 60-day notice and are moving out *during the last month of the lease* term, we will be responsible for rent and other charges through the lease end date. If we *did not* provide the proper notice prior to the lease end date as outlined in the lease, we will be responsible for an Insufficient Notice Fee through the required period.
- f. Any refunds will be issued in the names of all leaseholders. The forwarding address information must be completed.
- g. Upon receipt of this notice, a standard cleaning fee will be charged to cover routine, basic cleaning post move-out. Routine cleaning doesn't include trash removal or additional deep cleaning. Please see your move-out instructions for details.
- h. Early Lease Terminations: If we are voluntarily terminating the lease and moving out prior to the last day of the lease term, such termination constitutes an early termination/voluntary early move-out under the terms of the lease and therefore 1) we will be responsible for the payment of rent through the remainder of the lease term or until the apartment is re-rented & the new resident moves in, whichever is less, OR, 2) if both Landlord & we agree, we may elect to pay an Early Termination Settlement Fee/Buy Out in the amount of 2 months' rent with a required 30 Days' Notice, due at time of notice (unless the lease states otherwise). Other voluntary early lease termination obligations are as follows:
  - By law, the Landlord will make every reasonable effort to re-rent the apartment home.
  - If we received a move-in or renewal concession and are terminating early, we will be required to repay any concession or rent discount received up until the date of vacating.
  - If we elect to resolve this matter by paying the Early Lease Termination Settlement fee and any other charges as set forth above and 2) we pay those charges prior to vacating, we will no longer be responsible for rent on the apartment after our move-out date. We will, however, be responsible for any damages beyond normal wear and tear to the apartment and any outstanding balances.

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Check one:

\_\_\_\_\_ I/We plan to complete the term of my/our lease or rental agreement.

\_\_\_\_\_ I/We have not completed the term of my/our lease or rental agreement and will choose the selected early termination option:

- Early Termination Settlement Fee/Buy Out: We are terminating our lease early and will be responsible for the required notice period & elect to pay the early termination fee, as required in the terms of our lease. We understand that if we fail to pay this amount *with this notice*, this option will no longer be available. *Initials*: \_\_\_\_\_
- Pay Through the End of the Lease Term, or Until the apartment is Re-rented/The New Resident moves in: We are terminating our lease early and will be responsible for the required notice period & elect to pay rent through the remainder of our lease term, or until the new resident moves in, whichever is less. *Initials*: \_\_\_\_\_

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I/We are vacating because \_\_\_\_\_  
\_\_\_\_\_.

Is there anything we can do to keep you? \_\_\_\_\_

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

Resident Name: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

BELOW FOR OFFICE USE ONLY: _____
This Notice was received on (Date): _____
Resident(s) gave _____ days' notice to vacate.
Management Signature: _____