



2540 Promenade Way Suite 1 | Portage, IN 46368 | Phone 219-254-2942

LEASE EXPIRATION VACATE NOTICE-60 DAY NOTICE

Date: _____

Resident(s): _____

Address: _____

Date to be vacated: ____/____/____ Apartment #: _____

This is to serve as a notice of our intention to vacate the above apartment at the expiration of the current lease term. **I understand that I must give a minimum of 60 DAYS NOTICE prior to my lease expiring.**

I understand that the apartment is to be returned in the original condition that it was when I moved in. Any items left in the apartment or storage area will be removed and labor fees will be charged.

I understand that I need to transfer all utilities back into the name of Holladay Properties.

I understand that my security deposit paid at move-in cannot be used for any payment of rent or the termination fee. The security deposit will be used if there are any damages to the apartment of anything other than normal wear and tear.

PLEASE NOTE: All keys must be turned into the office. Do not leave them in the apartment unless prior arrangements have been made. They can be put in the drop box outside the office. Be sure they are clearly marked with the apartment number. There will be a charge for all unreturned fobs/keys/remotes.

The reason for vacating the apartment is:

Forwarding address is: (to mail security deposit refund)

Resident: _____

Date: _____

Resident: _____

Date: _____

Received By: _____

Date: _____