NOTICE OF INTENT TO VACATE

PROVENCE REAL ESTATE
Welcome home

Must be signed by all residents to be valid

DATE: _____ RESIDENT(S): (1) _____

(2) _____

(3) _____

ADDRESS: _____ APT# _____

MOVE OUT DATE: _____

CELL PHONE: _____ EMAIL: _____

REASON FOR MOVING: _____

WHAT CAN WE DO TO GET YOU TO STAY WITH US?: _____

_____

FORWARDING ADDRESS*: _____

_____

_____

*If no forwarding address is provided, final account statement and security deposit refund (if applicable) will be mailed to the apartment address. It is the resident's responsibility to provide a forwarding address or establish mail forwarding with the US Postal Service.

I understand that the apartment must be left in a clean and neat condition in compliance with the Move Out Cleaning List. Additional charges will be assessed for wallpaper removal, missing items, damages, extra coats of paint, pet damage and unpaid service charges. ***A $50.00 fee will be charged if keys are not returned upon move out.***

I understand that if this move is the result of an early termination, I will be held liable for all applicable charges. These charges must be paid prior to move out. In the event that damages to the apartment exceed normal wear and tear, I understand and agree that I will be held liable for the excess costs, and agree to pay said charges within thirty (30) days of notification of the charges. Final account balances that are not paid with thirty (30) days after move-out will be submitted to a collection agency.

I understand that the above date is a definite vacating date and that my apartment may be pre-leased. If I decide to rescind this Notice to Vacate, I must do so in writing. I understand that Management has the right not to accept any recall of my Notice to Vacate.

_____ _____

Resident Date Resident Date

_____ _____

Resident Date Agent for Management Date

Management follow up notes Date: _____ Initials: _____

_____

_____

_____