

NOTICE OF INTENT TO VACATE

[Today's Date] _____

[All Residents] _____

[Unit Address] _____

I, the undersigned, hereby serve notice that I intend to vacate the above mentioned property on the _____ day of _____ 20_____.

1. I am responsible for any and all costs incurred by any other party due to my failure to vacate the premises on or before the date indicated above.
2. I may not rescind this notice nor may I change the date of vacating except by written consent of the property owner/agent.
3. I am responsible for all incurred utility bills through the date of actual vacating or lease expiration date; whichever is later, if applicable.
4. I am responsible for the full last month's rent. My Security Deposit may NOT be applied toward payment of any rent due.
5. My failure to return all key's (apartment, mail box, laundry room, storage, etc.) issued for my apartment will result in a \$25 to \$50 charge for each key. I also understand that the apartment will not be considered vacated and I will be responsible for rent until ALL key's are returned.
6. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement.

Forwarding
Address: _____

Reason for vacating:

Resident's Signature _____
Date Vacating _____ 20____

Received By: Action Property Management Co.
Date Received: _____