

**30-DAY NOTICE TO VACATE**

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

I, \_\_\_\_\_,  
Name(s) of vacating tenant(s)

Lease-holder(s) at \_\_\_\_\_  
Address

intend to vacate my rental property by the *last* day of \_\_\_\_/\_\_\_\_.  
Month/year

I am vacating  
because: \_\_\_\_\_

**Option 1: Please initial this section if ALL lease-holders are vacating the property.**

\_\_\_\_\_ I understand it is my responsibility to turn over the keys to the Landlord or Resident Manager upon vacating the property. I also understand that I am financially responsible for this unit until such time as the keys are returned. I will clear all items from the premises by the vacating date and I understand that I will be charged for any bulk trash left behind as well as any damage to the unit.

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

**Option 2: Please initial this section if NOT all lease-holders are vacating.**

\_\_\_\_\_ I hereby relinquish my lease-holder rights and security deposit to the remaining tenants.

\*Please note that there is a \$150.00 addendum-fee for replacement-tenants, due at addendum-signing.\*

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

Internal Use				
EFF	1BR	2BR	EXEMPT	+Den
Current-			[ ]	Vacancy List
New Rent-				
10%	HC		CPI	

Internal Use - Date Received