



30 DAY NOTICE TO VACATE

I, _____, am giving my 30-day notice to vacate my
unit at _____.

Reason for leaving: _____

I understand the following needs to be done on my last day:

- Schedule a walk-through with my Project Manager if I wish to be present
- Keys returned
- Key return form completed

Forwarding address: _____

I understand that I am responsible for rent for a 30-days after this notice is received by the office staff or until the office staff receives my keys, whichever is later. I also understand that my last month rent will be pro-rated.

TIPS:

- To avoid labor charges, remove the shelves and drawers from the fridge and freezer and clean thoroughly, as well as the stove. They should be in the same condition they were when you moved in.
- Replace any missing or burnt out light bulbs. If you feel uncomfortable replacing the bulbs yourself, you may leave the replacement bulbs on the kitchen counter.
- Walls, floors, tub, toilet and sinks should all be cleaned.

Tenant Signature

Date Submitted

Staff Signature

Date Received

FOR OFFICE USE ONLY:

BR Size: 2 3 4 AMI: 40% 60% 80%

