



**NOTICE OF RESIDENT’S INTENTION TO VACATE**

DATE: \_\_\_\_\_

In compliance with the provision outlined in the Lease Agreement for occupancy of \_\_\_\_\_

\_\_\_\_\_, I plan to vacate the above premises on \_\_\_\_\_

\_\_\_\_\_. I agree to communicate in writing if there are any changes in my intended vacate date.

**PLEASE NOTE:** The apartment will be re-rented based on the vacate date you have stated above. If you, at a later date, decide that you need to change this vacate date, you will need to first contact out office and see if the apartment has or has not been rented. If the apartment has been re-rented you will be unable to change your vacate date to a later time. If the apartment has not been re-rented, then you may come into the office and change the original date on this notice. This notice authorizes the Management to enter my unit during this notice period to show my apartment to perspective tenants.

To insure the full refund of the security deposit, I understand the following provisions of the Lease Agreement must be met;

- Proper 30 day written notice is given
- Rent and any miscellaneous charges paid in full
- **ALL** keys returned
- Return ALL Parking Stickers, if applicable
- Cleaning instructions are completed, and Resident has removed all personal property from the premises
- No missing articles or damage to the premises over and above normal wear and tear
- Duration of the lease is completed
- Professional carpet cleaning is automatically deducted from Security Deposit

Resident: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature)

**Please Note: Any refund will be mailed to the address provided below in accordance with the California law.**

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

**Phone number:** \_\_\_\_\_

So that we may evaluate our Management/Maintenance staff please take a moment and list your reason(s) for vacating our community \_\_\_\_\_

Thank you for residing with us. We wish you luck in your next home!  
\*\*\*Upon request a copy of this notice will be given to you for your records.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Recipient Signature