

# NOTICE TO VACATE

Date of Notice \_\_\_\_\_

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

Date of Lease Expiration \_\_\_\_\_

Date of Move-Out \_\_\_\_\_

Reason(s) for Moving \_\_\_\_\_

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

Phone Number Where I Can Be Reached \_\_\_\_\_

E-mail address \_\_\_\_\_

I hereby notify Apartment Mart that I will vacate the above mentioned property on the date also shown above. I agree that if I don't move out on the date indicated, I will be responsible for double rent until a new tenant has moved in along with any expenses incurred because of not moving out. I further agree that the premises will be given to Apartment Mart in clean and undamaged condition, and all rents and other charges will be paid in full.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## FOR OFFICE USE ONLY

Sticker \_\_\_\_\_

Water \_\_\_\_\_

Permanent File \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Rent Owed \$ \_\_\_\_\_

Utility Owed \$ \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_