

# VACATING LEASE FORM



Date \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Address \_\_\_\_\_

I hereby notify you that I will vacate my apartment on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. My lease expires on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and accordingly, I am giving notice. I understand that my security deposit cannot be applied as rent and that I am responsible for paying rent through the expiration of my lease.

My reason(s) for leaving is (are) \_\_\_\_\_

## Move out inspection

- A. When my apartment has been cleaned and the cleaning is complete, I request a final inspection on the \_\_\_\_\_ of \_\_\_\_\_, 19\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
(Note: Should be scheduled during normal business hours)

I will have completely vacated the apartment and turned in my keys by the final inspection.

- B. Resident declines walk-through inspection with management.

If these days and times are not good for you, please telephone me at \_\_\_\_\_ (home) or \_\_\_\_\_ (work) so that we can make alternative arrangements. I hereby acknowledge receipt of the vacating procedure checklist and schedule of charges.

You may show prospective residents my apartment during normal business hours as specified in my lease agreement.

My forwarding address is: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

Notice is hereby received and acknowledged on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

By \_\_\_\_\_  
(Owner/Manager)