

MOVE-OUT NOTICE

Today's Date _____

Apt. No. _____

1. I hereby advise this apartment community that I will vacate my apartment # _____ on _____.
My reason(s) for vacating follows: _____

Should I subsequently wish to cancel or extend my notice to a later date, I will contact the Manager immediately, either in person or through a written request. If my apartment has already been rented to a new resident by the time I make such a request, I understand that it may be possible for the Manager to grant this request.

I understand that the giving of this notice does not relieve me of an liability that I may have under my present Lease Agreement.

2. I understand the release of my security deposit is subject to the following provisions:
- All conditions of the Lease Agreement must be fulfilled.
 - The entire premises must be vacated on or before the move-out date as specified on this notice.
 - There will not be damages to the above mentioned apartment beyond normal wear and tear.
 - The entire apartment, including all appliances, bathrooms, closets, cabinets, floors, and carpet is to be clean.
 - All keys, remote controls, and access cards issued must be returned.
 - All debris must be disposed of in the appropriate waste containers.
 - All rent is paid through the move-out date. The security deposit cannot be used as rent.
 - A forwarding address provided.

The Standard Charge List is attached to this notice and a copy provided here to Resident(s). YOUR SECURITY DEPOSIT IS RETURNED IN A CHECK MAILED TO THE PROVIDED FORWRDING ADDRESS AND IS ADDRESSED JOINTLY TO ALL PERSONS WHO SIGNED THE LEASE.

3. Please take this opportunity to comment about your community by completing the following survey. Additional space is provided for any comments that you might like to make.

Have you enjoyed your residency? _____

What have you enjoyed the most? _____

What have you disliked? _____

How long have you lived here? _____

Would you recommend this apartment community to friends? _____

If no, why not? _____

4. Notice is hereby given that the landlord will enter the unit to inspect the premises on or after the scheduled move-out date.

The Resident hereby acknowledges that keys left in the unit at the time of the inspection shall be considered surrender of the premises by both parties; upon surrender or abandonment by the Resident, the landlord shall not be liable or responsible for storage or disposition of the Resident's personal property.

Office Comments: _____

All Resident's Signatures: _____

Forwarding Address: _____

Wk. #: _____

Hm. #: _____

- For Office Use Only -

Received by: _____ Date: _____

Apt. Community: _____ Date Entered in computer: _____