

# **NOTICE OF INTENTION TO VACATE**

## **A SIXTY (60) DAY NOTICE IS REQUIRED**

Date: \_\_\_\_\_

You are hereby advised that the undersigned will vacate the premises located at address

\_\_\_\_\_ /garage number \_\_\_\_\_ on \_\_\_\_\_ (move out date)

for the following reasons:

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Agent Initials: \_\_\_\_\_

I understand that by giving this notice the rental department may now rent my apartment to a prospective resident for occupancy after my vacate date. I understand also that any economic loss to the rental department resulting from my failure to vacate on the date previously mentioned will be my sole responsibility. I understand that my Lease Agreement states that I have agreed to a 60 day written notice to vacate. I understand that that I am responsible for paying rent through the end of the term agreed to in the Lease Agreement.

I understand that if I default in the payment of any rental installment or the performance of any of the covenants and agreements contained herein, the entire rental obligation hereunder shall immediately become due and payable at the option of the Lessor and Lessee hereby expressly waives notice of exercise of such option. Failure of the Lessee to pay rental current until the last day of the term of this lease or any renewal thereof, shall at the sole option of the Lessor, (1) make Lessee responsible for the cost of refurbishing the premises for an incoming resident and (2) make Lessee responsible for all rental and late charges Lessor shall be entitled to between the time Lessee vacates the premises and the time said premises are re-occupied, said payment shall not exceed the term of the lease, and (3) make Lessee responsible for an agreed One Hundred Dollar (\$100.00) re-rental fee to cover administrative expenses anticipated in re-renting the premises.

Resident signature:

\_\_\_\_\_  
\_\_\_\_\_

Forwarding address:

\_\_\_\_\_  
\_\_\_\_\_