



## TENANT VACATING NOTICE

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Tenant Name(s) (Per lease): \_\_\_\_\_

This notice signifies my/our intention to vacate the above property on: \_\_\_\_\_  
(*Must be end of calendar month. Mid-month move-outs are not allowed as per lease agreement.*)

Reason for vacating: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
(*Failure to provide a forwarding address may cause a delay in the receipt of your final statement and any applicable security deposit refund.*)

Please initial that you have read and understand the following statements:

- \_\_\_\_\_ Tenant understands the property is to be returned in the same condition in which it was received. (Move-In inspection will be used for comparison.)
- \_\_\_\_\_ Tenant acknowledges that a professional cleaning is required prior to vacating the property and a receipt is to be submitted to PPM with the return of keys.
- \_\_\_\_\_ Tenant acknowledges that a professional carpet/tile/grout cleaning is required prior to vacating the property and a receipt is to be submitted to PPM with the return of keys.
- \_\_\_\_\_ Tenant acknowledges that the landscape is required to be cleaned up, free of debris and overgrown trees/bushes.

Please provide the following information:

Trash Day(s) (circle): M/T/W/TH/F/S    Mailbox #: \_\_\_\_\_    Gate Code (If Applicable): \_\_\_\_\_

Please note the following:

- NOTICES MUST BE RECEIVED ON/BEFORE 30 DAYS PRIOR TO LEASE EXPIRATION
- NOTICES WILL NOT BE ACCEPTED VIA EMAIL, FAX OR PHONE
- NOTICES MUST BE MAILED CERTIFIED MAIL PER LEASE OR HAND DELIVERED TO OUR OFFICE FOR SIGNED CONFIRMATION

\_\_\_\_\_  
Tenant Signature/Date

\_\_\_\_\_  
Tenant Signature/Date

PLEASE VISIT OUR WEBSITE TO REVIEW MOVE-OUT PROCEDURES AND COMMONLY ASKED QUESTIONS.

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