



PROPERTY MANAGEMENT

“TENANT’S NOTICE OF INTENTION TO VACATE”

TODAY’S DATE: _____

TO: Ingram & Associates Real Estate Company, Property Management

YOU ARE HEREBY INFORMED AND NOTIFIED that the undersigned resident(s) of:

Tenant Name(s) (Print) Tenant Name(s) (Print)

Tenant Name(s) (Print) Tenant Name(s) (Print)

Street Address Apt. # City

State Zip Phone #

will be vacating the property on (date)

It is understood that my Lease requires a minimum of 30 days’ notice between the 1st & 5th of said month before I move. This Tenant’s Notice of Intent to Vacate actually provides _____ days’ notice. I understand that I am responsible for paying rent through the earlier of: (1) the end of the current lease term; (2) the end of the required notice period per the Lease; or (3) until another tenant approved by Ingram & Associates has moved in or begun paying rent.

It is understood that I/We are considered to be in possession of the rental unit until ALL THE KEYS have been returned to the office of Ingram & Associates, Property Management.

I/We agree to leave a valid forwarding address with Ingram & Associates, Property Management upon move-out. I/We understand that a final accounting and any deposits that are entitled will be mailed within 30-45 days of the date that ALL of the keys have been returned to the office. If the office is closed when the property is vacated, keys may be returned in the “Key Drop” box located under the light by the front door of the office. I/We understand that the keys must be placed in an envelope with name, address and key deposit date written on the outside. If this is not done, you will still be considered in possession of the property.

[] If your Co-Applicant(s) or Occupant(s) plan to continue to occupy the property, please check the box

If your Co-Applicant(s) or Occupant(s) continue to occupy the unit, the deposit will stay with the unit. Your name will be removed from the rental agreement once all parties have signed the “Deposit Transfer Form” and no deposit money will be refunded to you at any time.



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We are sorry to learn that you are leaving. We would appreciate a moment of your time to tell us the reason for your move:

- Moving to a larger rental property
- Moving to a smaller rental property
- Moving to cheaper rental property
- Moving to a rental property w/ more amenities
- Buying a home
- Moving out of the area
- Dissatisfied with rental property: _____
- Dissatisfied with management: _____
- Other: _____
- What could we have done to keep you as a tenant: _____

Other Comments: _____

In accordance with our lease agreement, I agree to allow Ingram & Associates, Property Management reasonable access with advance notice in order to show our rental property to prospective renters or workmen and contractors.

Sincerely,

Tenant Signature	DATE	Tenant Signature	DATE
Tenant Signature	DATE	Tenant Signature	DATE

You will receive a letter from us confirming your move-out date, balance of pro-rated rent due, and move-out instructions. Thank you for renting from Ingram & Associates, Property Management.

When you have completely cleaned and vacated your property, notified utility companies, returned your keys, and left forwarding address with Post Office and Property Management, your cleaning or security deposit will be mailed to you within 30-45 day, provided the property meets the standards of condition as set forth by Property Management. The condition of the property at time of vacating shall be inspected by Property Management, who has the final authority to determine how much of the cleaning and security deposit shall be refunded in accordance with the conditions set forth in the Lease.

WE HAVE ENJOYED YOUR RESIDENCY! THANK YOU!

FOR OFFICE USE ONLY	
Received By _____	Date Received _____
Other notes: _____	