



PROPERTY MANAGEMENT

**CANCELLATION OR EXTENTION OF
“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 #

Are:

CANCELLING the notice to vacate for the above property.

EXTENDING the notice to vacate until the following date: _____

If I/we decide to move in the future, I/we understand that a new written 30 day notice must be turned into the rental office between the 1st and the 5th of the month if I/we decide to move.

Other Comments: _____

Sincerely,

Tenant Signature DATE

Tenant Signature DATE

Tenant Signature DATE

Tenant Signature DATE

Thank you for your continued residency with Ingram & Associates, Property Management.

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