



1205 High Street
Lincoln, NE 68502

Notice of Intention to Vacate

Name: _____ Date: _____ Phone Number: _____

Please be advised that on _____ we intend to move from our residence at _____.

We understand that our Rental Agreement calls for 30 days' notice before we move and that is _____ days' notice. We understand that we are responsible for paying rent through the end of the notice period called for in the rental agreement or until another tenant approved by the management has moved in, whichever comes first. We understand that we will remain liable for any utilities until the last day of the Rental Agreement or until another tenant moves in, whichever comes first. We understand it is our responsibility to end the service in our name.

We understand that our deposits will be refunded within 14 business days after we have moved out completely and returned our keys to the management, so long as we leave our dwelling reasonably clean and undamaged. **If keys are not turned in, there will be a \$50/day fee assessed.** I understand that the security deposit will be mailed in the names of all residents on the most current lease agreement, to the forwarding address below or most recent address provided.

Reasons for Leaving: _____

Forwarding Address: _____

Fill out all that are applicable:

Garage Number: _____ Garage Code: _____ Mailbox Number: _____
Door Code: _____ Parking Spot: _____ Misc: _____

In accordance with our Rental Agreement, we agree to allow management to show our dwelling to prospective tenants with 24 hours prior notice, during normal business hours.

Tenant Date

Tenant Date

Tenant Date

Tenant Date

☐ Move Out Checklist
☐ Website/Internet

☐ Breaking Lease
☐ Facebook

☐ Received by or before 1st
☐ Craigslist