

NOTICE OF INTENT TO VACATE

Written notice is required before move-out — see notice periods below (RCW 59.18.200 for month-to-month tenancies; Lease Agreement for fixed-term leases).

RESIDENT INFORMATION

Date Submitted

Property

Unit #

Resident 1

Full Name

Phone

Email

Resident 2

Full Name

Phone

Email

FORWARDING ADDRESS & SECURITY DEPOSIT

Forwarding Address

Forwarding Address 2

City

State

ZIP

City

State

ZIP

☐ Security Deposit Refund via eCheck ☐ Paper Check

If eCheck is selected, a secure link will be sent to the email address listed in the Resident Information section.

TYPE OF TENANCY & NOTICE PERIOD

☐ Month-to-Month (20-Day Notice) ☐ Standard Lease (30-Day Notice) ☐ Flex Lease (60-Day Notice)

Month-to-Month: Washington law requires a minimum of 20 days' written notice prior to the end of the rental period you intend to vacate (RCW 59.18.200(1)(a)). Standard Lease: your Lease Agreement requires at least 30 days' written notice prior to the lease expiration date. Notice received after the applicable cutoff is considered improper, and resident(s) will be responsible for rent for the entire following month/rental period. If Resident vacates before the lease expiration date, Resident remains responsible for rent, turnover costs, and damage charges through the end of the lease term or until the home is re-rented, whichever occurs first, per the Lease Agreement and RCW 59.18.310. Flex Lease: early move-out is governed by the terms in the Flex Lease agreement. Active-duty military reassigned or deployed may terminate without penalty under RCW 59.18.220.

Lease Expiration Date

Move-Out Date

NOTICE & FINANCIAL ACKNOWLEDGEMENT

Pursuant to RCW 59.18.200 (month-to-month tenancies) and/or the terms of the Lease Agreement (fixed-term leases), the undersigned resident(s) hereby give written notice to vacate the premises listed above:

- Resident(s) are responsible for the full month's rent, even if vacating before the end of the month.
- If the unit is re-rented, resident(s) will receive a refund equal to the rent collected from the new occupant for the overlapping period.
- Resident(s) must obtain prior written approval from Management to change or retract the move-out date.
- Resident(s) may not hold over beyond the move-out date listed above.
- If the home is re-leased after this notice is received, extensions of the listed move-out date will not be granted.
- Owner and any incoming resident may rely on this notice for all purposes.
- All keys, remotes, and access devices must be returned to Owner no later than 12:00 noon on the move-out date. Possession is not considered surrendered until all keys/remotes are returned.

SHOWING ACKNOWLEDGEMENT

Owner reserves the right to show the unit after notice of termination has been given, in accordance with landlord-tenant law (RCW 59.18.150). If a showing is scheduled, a minimum of 24 hours' notice will be provided; Owner will contact resident(s) by text or phone call.

TELL US ABOUT YOUR MOVE

Reason for vacating (e.g., purchased a home, relocating for work):

Thank you for your residency. What could the property management team have done better?

RESIDENT SIGNATURES

Resident 1 — Print Name

Signature

Date

Resident 2 — Print Name

Signature

Date

OFFICE USE ONLY

Lease Expires:		Month-to-Month:		Proper Notice:		Improper Notice:	
Rent: \$		New Rent: \$		Tenant Informed:		Scan & Attached:	
Rent Refund: \$		Projected Rent: \$		Pro-Rate Posted:		Vacancy Marketing:	
Bed / Bath:		Make Ready:		Fwd. Address Verified:		Rent List Updated:	