



## Tenant Notice to Vacate

*Residential notification must be no later than 20 days prior to vacating  
Commercial notification must be no later than 60 days prior to vacating*

Daylight Properties requires that all move out notification be in writing. This form is for your convenience, but not required. If you are providing your own written notice, the information contained below must be included in your notice.

**NOTE:** If you are breaking your lease, you will also need to complete the lease break acknowledgement and Mutual Termination Agreement Forms.

Building Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Requested vacating date: \_\_\_\_\_  
(Keys need to be returned to the Daylight office no later than 4:00 p.m.)

Tenant forwarding address: \_\_\_\_\_  
\_\_\_\_\_

I give Daylight Properties permission to show my unit daily beginning: \_\_\_\_\_ between  
the hours of 10:00 a.m. and 4:00 p.m. Days of the Week: M T W Th F  
(Date)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Tenant Reminders for you if applicable:

- \_\_\_\_\_ Cleaning Checklist
- \_\_\_\_\_ Cancel utilities on last day of tenancy
- \_\_\_\_\_ Turn in parking pass if applicable to your unit
- \_\_\_\_\_ Contact insurance agent to cancel renters' insurance, or liability insurance
- \_\_\_\_\_ Contact USPS for change of address form
- \_\_\_\_\_ Cancel bill payment