



Notice to Vacate Form

I, _____ do hereby give notice that I intend to vacate my residence at _____ on or before _____. My reason for moving is _____.

Check the one that applies below:

1. ____; ____ I am giving notice to vacate at the end of my lease term which expires _____. I understand that I am responsible for payment. Through the end of the notice and lease term. Should I holdover or extend past the end of my lease term, I will be on a calendar month to month tenancy and #2 below will then apply.

2. ____; ____ I am giving notice to vacate and I am on a month to month lease which means my notice to vacate and rent are through the end of the calendar month of _____. **EXAMPLE:** If you desire to terminate/vacate at the end of April period of tenancy, you are required to give notice no later than March 31st. If the notice to vacate is given on the 10th of April, the notice would be effective at the end of May rather than the end of April, since the monthly periods of tenancy expire on the last day of the month and the notice was not given 30 days prior to the end of the April. (Example noted on Lease page 1. Terms and Conditions.)

Initial All:

____; ____ I/we also understand that if I should *NOT* clean my residence and leave it in a similar condition as when I moved in, then the actual cost of any cleaning and repairs (less normal wear and tear) will be withheld from my security deposit in accordance with my original lease agreement. Tenant shall be responsible for all damage, defacement, or removal of any property original to the dwelling unit in the Tenant's exclusive control unless the damage was due to ordinary wear and tear. Tenant agrees to pay Landlord for the cost of repairing any damage for which Tenant is responsible upon receipt of Landlords demand therefore, **and to pay the rent during the period the premises may not be habitable as a result of any such damage.** Such damage may include but is not limited to window panes or screens, unclean ovens, refrigerators, kitchen floors, cabinets or bathrooms, drink stains on carpet and unauthorized paint colors.

____; ____ I/we understand that our account will remain **ACTIVE**, and all applicable charges will continue to accrue until all keys and/or garage door openers are returned to Management Services. The keys and/or garage door openers must be received in the office and may be deposited in the night drop box if after hours or on weekends. **DO NOT leave keys and/or garage door openers inside the property.**

____; ____ I/we understand that I must leave all utilities on in my name until I turn my keys over to Management Services. If I fail to leave on my utilities and there are any damages, I will be held liable for any damages.

____; ____ If you would like to pick up your Security Deposit up at the Front Desk. (Only available for pickup at the New Bern Main Office)

____; ____ If you would like to have your Security Deposit mailed to your forwarding address, please note we are not responsible for mail delivery.

____; ____ If you would like to have your Security Deposit direct deposited via E-Check

Forwarding Address:

Tenant Name

Telephone #

Showing Instructions

Office Personnel Acceptance & Date