



REQUEST TO VACATE FORM

Resident Information

Full Name(s): _____

Property Address: _____

Lease Agreement Status- NOTICES MUST BE 2 FULL MONTHS UNLESS LEASE BUYOUT

Is this request being submitted?

☐ At the end of the lease term

☐ Early termination (before lease end date) *MUST BE ACCOMPANIED BY LEASE BUYOUT

☐ Month-to-month termination

Move-Out Details

Date of Intended Move-Out: _____ Lease End Date: _____

Reason for Moving (optional):

☐ Job relocation

☐ Purchasing a home

☐ Rent increase

☐ Moving in with a significant other

☐ Other: _____

Forwarding Address for Security Deposit Refund

Full Name(s): _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone Number(s): _____

I/We understand that all keys must be returned, utilities kept in our name through the lease end, all personal items removed, and the unit left clean by noon on our final day of responsibility. Failure to do so may result in charges deducted from the security deposit.

Per the lease, a signed written Notice of Intent to Vacate is required **two full calendar months** before the intended move-out month. (No move-outs allowed Oct 1 – Feb 28.) Phone calls or unsigned notices are not valid. If vacating early, rent will be charged through the required notice period at the lease rate. Rent will be charged for the remainder of the lease. For early termination, contact the Leasing Office for the Lease Buyout Policy.

Signature: _____ Signature: _____

Date: _____ Date: _____

Office Use Only: Landlord Signature: _____ Date: _____

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