



DuPont Realty Group

DuPont • Lacey • University Place • Lakewood

INTENT TO VACATE NOTICE

Date: _____

To: DuPont Realty & Property Management, agent for owner,

RE: Notice for property at: _____

As of today's date, I (we) the tenants at the above referenced address, hereby give a _____ day notice and intend to vacate the premises on the date of _____.

I (we) understand rent is owed through _____.

I (we) will call no less than 1 week prior to vacating to schedule a move-out inspection. I (we) understand the premises must be totally vacant with carpets and home professionally cleaned at the time of the inspection with receipts. One house key needs to be turned in to the Property Manager with all remaining house keys, mailbox keys, and garage door openers left on kitchen counter. I (we) understand we **DO NOT** have to be present at the move out inspection.

I (we) understand our security deposit transmittal will be sent after vacating the property, and within the 30 days required by law. I (we) understand DuPont Realty Group, Inc. will not issue the security deposit until after we vacate the premises and a walk-through is completed.

I (we) understand if I (we) fail to fulfill the terms of my (our) lease obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency, and financial repercussions may incur.

I (we) understand a forwarding address must be provided on or before the time of move out.

I (we) understand, if applicable, a copy of PCS orders must be turned in with an intent to vacate notice. Notice with PCS orders must be turned in 20 days before the first of the month of intent to vacate, or I (we) will be held financially responsible through the end of that month.

I (we) give permission to show the residence to prospective tenants in my (our) absence with a phone call 24 hours in advance. * PLEASE REMEMBER TO STOP YOUR AUTOMATIC PAYMENTS ON YOUR PORTAL!

Tenant

Date

Phone Number: _____

Tenant

Date

Phone Number: _____

Forwarding Address: _____

City

State

Zip

Property Manager

Date

Accounting in Appfolio Updated to Reflect
Pro-Rated charges (if any)- _____

NOTICE RECEIVED BY: _____ TIME: _____ DATE: _____