

CENTURY 21[®]

Judge Fite Property Management

NOTICE TO VACATE

Your lease requires you to provide written notification of your intent to move out. Please refer to your most recent Residential Lease/Extension of Residential Lease for the required guidelines. Please note that your written notification must specify your exact departure date. You can e-mail a copy to Rentals@judgefite.com. Please complete **ALL** requested information on this form to protect your interests and ensure you have provided proper notification to us.

We must receive a copy of this form with your signature.

Your security deposit disbursement will be mailed to you via regular mail within 30 days after all keys, and access devices have been returned to CENTURY 21 Judge Fite Property Management (please allow 5-7 business days for mail delivery). **If we do not have your forwarding address in writing, your security deposit will not be mailed.** All funds will be in the form of a single check made out to all tenants included on your Residential Lease.

INFORMATION ON THE PROPERTY YOU ARE CURRENTLY LEASING:

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

CURRENT PHONE NUMBER(S): _____

SCHEDULED DATE OF MOVE-OUT: _____

It is important that we have a recent phone number(s) in case we need to reach you after you vacate the property. We may have questions that need to be answered in order to settle your security deposit disbursement. **All parties listed as a tenant on your lease must sign this document.**

	PRINT NAME	SIGNATURE	DATE
TENANT #1:	_____	_____	_____
TENANT #2:	_____	_____	_____
TENANT #3:	_____	_____	_____
TENANT #4:	_____	_____	_____

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