Notice of Intent to Vacate

Tenant(s): _____

Address: _____

I/We intend to vacate the above address on ____/____/____.

Reason for Leaving: _____

_____

Forwarding Address: _____

_____

I/We understand that Mid-Valley Property Management requires a (30) thirty day notice on all rental contracts and that rent will be charged for a full 30 days after the date this notice is received by Mid-Valley Property Management, or until all keys are returned, or until the vacate date above, whichever is later.

I/We understand that signing this form does not constitute a release or termination of my/our lease if still in effect. I/We are still responsible for our lease obligations (including but not limited to: rent, utilities, and damages).

I/We also understand that Mid-Valley Property Management is required to return the security deposit with a list of itemized deductions within (21) twenty-one days of the date the property was vacated, as long as proper notice was given and all keys were returned.

_____ I/We request a move out inspection. **I/We understand that all personal belongings will be removed and the keys will be returned at that time.**

Date: ____/____/____ Time: _____(one hour window please)

-OR-

_____ I/We do not wish to be present on the move out inspection.

_____ _____

Received By Tenant Date

_____ _____

Title Date Tenant Date

Office Use Only: On Lease: Yes / No If yes, lease end date: ____/____/____

30 Day Ending Date: ____/____/____