

# NOTICE OF INTENT TO VACATE

LANDLORD'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

## INSTRUCTIONS

Each tenant whose name appears on the Rental Lease or who has given a deposit to the landlord should fill out a separate Intent to Vacate. Failure of the tenant to notify the landlord in writing within four days of termination of a forwarding address relieves the landlord of the requirement of a Notice of Damages, but does not prejudice a tenant's subsequent claim for the deposit.

## INTENT TO VACATE

I \_\_\_\_\_, tenant at \_\_\_\_\_  
*Name* *Address*

Intend on vacating my rental unit on \_\_\_\_\_.  
*Date*

## REQUEST FOR INSPECTION

Please arrange to inspect the unit at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_  
*Time* *Date*

or advise me as to an alternate date and time we can mutually agree upon.

## RETURN OF KEYS

The keys will be returned to you on the last day of occupancy stated above.

## FORWARDING ADDRESS

My deposit and other correspondence should be directed to the following address:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Date Notice Given \_\_\_\_\_  
9/02

*Landlord's copy - white*  
*Tenant's copy - yellow*