



---

**PROPERTY MANAGEMENT EXPERTS<sup>SM</sup>**  
*"Property Management is Our Only Business"*

---

**NOTICE OF INTENT TO VACATE**

Date: \_\_\_\_\_

This is notification that I/we will vacate the property located at: \_\_\_\_\_

on Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_.

All parties will be vacating this unit  Yes  No

**I/We understand that the security deposit cannot be applied as rent and I/we are responsible for paying rent through the thirty (30) day notice period or to the expiration date of the lease, whichever is later.**

My/Our reason for leaving is: \_\_\_\_\_

**I/We understand that to obtain a full refund of the security deposit, the premises must be left in the same condition as when I/we moved in (excluding normal wear and tear); clean, undamaged, and with the rent and all charges fully paid. I/We will contact you when I/we are ready to vacate the premises to set up an appointment for a final inspection and to return the keys. I/We further understand that PME may begin advertising the property immediately, and if I/we should cancel this thirty (30) day notification, I/we will be responsible for any costs incurred on behalf of the property owner.**

My/Our forwarding address is: \_\_\_\_\_

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

Acknowledged by: \_\_\_\_\_

Property Management Experts

\_\_\_\_\_  
Date Received

Cc: Tenant File

Rev 4/02