



Westgate Apartments
 1600 West Bradley Avenue | Champaign, Illinois 61821

INTENT TO VACATE NOTICE

To the Management of Westgate Apartments:

This letter is to notify you that I _____, will be vacating Apartment # _____ on or before the _____ day of _____, 20____, realizing that the keys need to be returned to the **office** no later than **noon.** _____ (initials)

I understand I am responsible for rent through _____, 20_____.

I also understand I will be refunded my security deposit within **30 days** from check-out, minus the cost of any damages, replacements, or cost of cleaning apartment or carpeting, or any other items as provided for in the lease agreement.

Please contact the Westgate Apartments leasing office at least 24 hours in advance to schedule a check-out time. Inspections are scheduled Monday thru Friday from 9:30AM to 4:30PM.

All keys, laundry cards and car tags must be returned at time of move-out, or a **\$35.00** charge for the apartment keys, **\$5.00** charge per laundry card/car tag will be incurred.

****It is your responsibility to call Ameren (800-755-5000) and get the electric turned off in your name****

I am vacating for the following reasons:

Phone:Home# _____ Work# _____

Resident's Signature: _____ Date: _____

Forwarding Address: _____

Westgate Apartments By _____ Date _____

Office use:	
_____ Peg Board	_____ Maintenance Board
_____ Notice in YARDI	_____ Copy to Main Office
_____ Original for Office File	_____ Car List
I:\Permanent documents\Intent to vacate notice.doc	