

INTENT TO VACATE NOTICE

To the Management of Glenbrook 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 Glenbrook 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 and pool tags must be returned at time of move-out,. If keys are not returned, the following amount Will be charged for missing keys: \$45.00 per Quad, \$45.00 per Apartment Key, \$25.00 per Mail box key, for A total of \$115.00 per set. Int: _____/_____

I am vacating for the following reasons:

Phone #: Home #: _____ Work# _____

Resident's Signature: _____ Date: _____

Forwarding Address:

Glenbrook Apartments:

By: _____

Date: _____

<u>Office Use Only</u>	
_____	Copy (2)
_____	Pin Board
_____	White Board
_____	Yardi