



FOREST PARK APARTMENTS

1501 E. Gardner Lane | Peoria Heights, Illinois 61616

INTENT TO VACATE NOTICE

To the Management of Forest Park 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 Forest Park 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, or a **\$35.00** charge for two sets of apartment keys, **\$25.00** charge for two mail box keys, and a **\$5.00** charge per pool tag.

I am vacating for the following reasons:

Phone #: Home #: _____ Work# _____

Resident's Signature: _____ Date: _____

Forwarding Address:

Forest Park Apartments:

By: _____

Date: _____

Office Use Only

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