



NOTICE OF RESIDENT(S) INTENT TO VACATE

DATE _____

Address of Rental Unit: Street Address: _____

City: _____ State/Zip: _____ / _____

According to the terms of my lease requiring a minimum 30 day notice, you are hereby advised of my intent to vacate the premise on or before the following date: _____.

It is understood as follows:

1. A thirty (30) Day Written Notice is required PRIOR to the 1st day of the month of termination.
2. This notice is NOT received valid unless it has been signed by an employee/staff of In Touch Properties. You must retain a copy of this for your records.
3. Full rent will be charged for the month of termination and will not be pro-rated (You will be refunded any additional days overpaid beyond your 30 day notice with your security deposit when that process is completed).
4. Rent is payable through termination of tenancy.

Reason for Terminating Lease Agreement:

Forwarding Address (for mailing refund & forwarding mail):

Address: _____ City: _____ State: _____ Zip: _____

Your: Cell #: _____ E-Mail: _____

Deposit my Refund Electronically: Bank Name: _____

Account # _____ Routing # _____

Name(s) of Individuals Leaving the Lease: _____

Are all current tenants moving out? Y / N

_____ Date: _____

Tenant Name _____ Signature _____

_____ Date: _____

Tenant Name _____ Signature _____

Please tell us who you used for Utilities (May be helpful to the next tenants in your unit!):

Electric: _____ Trash: _____ Internet: _____

Water: _____ Gas: _____ Fast Internet Available? Y / N / NA

What date have you asked your utilities be cut off? _____ / _____ / _____

FORM MUST BE RECEIVED, SIGNED, & DATED BY In Touch Properties EMPLOYEE TO BE VALID/CONSIDERED RECEIVED

RECEIVED BY: _____ DATE RECEIVED: _____