



NOTICE OF RESIDENT(S) INTENT TO VACATE

DATE _____

Address of Rental Unit: _____

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: _____ **< - MUST BE COMPLETED**

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 only valid when signed by an In Touch Properties employee/staff. Please keep a copy for your records.
3. Rent for the termination month is not pro-rated. Any excess days paid will be refunded with your security deposit.
4. Rent is payable through termination of tenancy.

Reason for Terminating Lease Agreement:

How would you like your refund? (Circle One) **Electronically/ACH/eCheck** or **Paper Check**

Mail my Refund:

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

Deposit my Refund Electronically:

Account # _____ Routing # _____

Who should we refund?

If Check, Make Payable to Who? _____

If Split, List names and How split (All parties to split must sign below):

Whose Moving Out?

Are all current tenants moving out (Circle One)? Y / N

If No, Name(s) of Individuals Leaving the Lease: _____

Tenant Name _____ Signature _____

Tenant Name _____ Signature _____

Who did you use for Internet? _____ When is the water and power scheduled to be shut off? ________

:Office USE:

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

RECEIVED BY: _____ **DATE RECEIVED:** _____