



Rental Services, Inc.

(303) 420-1212 (800) 628-6414 FAX (303) 420-1477 FAX (800) 296-9902

THIRTY (30) DAY ADVANCE NOTICE OF RESIDENTS INTENT TO VACATE

Apt. No: _____, Apartment Community _____
or street address _____
Name(s) of all resident(s) on Lease Contract: _____
Date you will move-out: _____

1. **CHANGES IN MOVE-OUT DATE.** You must obtain our prior written approval to change or retract the move-out date. You may not holdover beyond the above move-out date. If the dwellings relet to others after we receive this notice, you won't be granted any extensions. We and any new residents may rely on this move-out notice for all purposes.
2. **DATE OF SURRENDER.** You surrender the dwelling unit for all purposes (including security deposit refund, cleaning, and all repairs) when you do any of the following:
 - Turn in all keys where you pay the rent;
 - Begin living elsewhere after the move-out date.
 - Abandon the dwelling (as defined in the Lease).
3. **EARLY MOVE-OUT AND OTHER LEASE CONTRACT VIOLATIONS.** Our representative's receipt of this notice does not constitute approval of an early move-out and does not constitute a release of any residents' liability for money due under the Lease Contract. We reserve all contractual and statutory remedies for unauthorized move-out, including accelerated rent for the remainder of the lease term, reletting charges, late payment charges, returned-check charges, damages, attorney's fees, contractual lien, utility cutoff, and liability for increased holdover rents and Lease Contract extensions.
4. **HOLDOVER.** If you stay beyond the move-out date, you will be subject to increased rent for the holdover period and liable for substantial special damages.
5. **CLEANING.** You must leave the dwelling unit in a clean condition. Please follow any written move-out cleaning instructions that we've furnished.
6. **FORWARDING ADDRESSES.** Please circle the forwarding address below where we should mail the security-deposit refund and/or accounting. If no address is circled, it will be mailed to the first address listed.
7. **RETAINING RECEIPT.** After our representative signs and acknowledges receiving this notice, you should keep the bottom portion of this notice as verification that you gave written move-out notice.
8. **REASONS FOR MOVING.** (Optional)

Your Signature or Signatures
(Notice from one resident is notice form all)

Your Forwarding Address
(You must provide this information)

ACKNOWLEDGEMENT OF INTENT TO VACATE (FOR OFFICE USE ONLY)

Lease expires on: _____ Thirty (30) day notice expires on: _____

Rent due to satisfy lease agreement: From _____, 20____ to _____, 20____.
For _____ days _____ per day = \$ _____.

Re-let fee \$ _____ (applicable in lease breaks only)

Your security deposit is \$ _____. Owner shall no later than sixty (60) days after termination of tenancy furnish the resident with all itemized, written statement of the basis for, and the amount of, any security received and the disposition of such security and shall return any remaining portion of such security to Resident(s). The Owner may claim (withhold) of the security deposit only such amounts shall be held to remedy tenants' defaults as follows:

- A. In the payment of rent;
- B. To repair damages to the premises caused by Resident(s), exclusive of normal wear and tear; or
- C. To clean premises, if necessary, upon termination of tenancy.

Date notice received by our representative: _____ Signature of Representative: _____