

Resident's Notice of Intent to Move Out

To be delivered to owner's representative

Street Address: _____

Name(s) of all resident(s) on Lease Contract: _____

Date you will move out and surrender premises: _____

1. **CHANGES IN MOVE-OUT DATE.** Under paragraph 44 of the Lease Contract, you must obtain our prior written approval to change or retract the move-out date. You may not hold over beyond the above move-out date. If the dwelling is 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 proposes.
2. **DATE OF SURRENDER.** Under paragraph 37 of the Lease Contract, 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/access devices where you pay the rent;
 - the move-out date has passed and no one is living in the dwelling;
 - abandon the dwelling (as defined in the Lease Contract).
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 resident's liability for money due under the Lease Contract. We reserve all contractual and statutory remedies for unauthorized early move-out, including accelerated rent for the remainder of the lease term, late payment charges, returned-check charges, damages, attorney's fees, contractual lien, utility cutoff, and liability for increase 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 outlined in paragraph 28 of the Lease Contract.
5. **CLEANING.** Under paragraph 43 of the Lease Contract, 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. **PROPER NOTICE.** When you use this form, notice from one resident is notice from all, except when a co-resident (other than the terminating resident's spouse or dependent) terminates because of the Servicemembers Civil Relief Act (SCRA). Your advance notice must be at least the number of days notice required in Paragraph 3 of the Lease Contract. If we require you to give us more than 30 days written notice to move-out before the end of the lease term, we will give you a written reminder not less than 5 days nor more than 90 days before your deadline for giving us your written move-out notice.
9. **MOVE-OUT INSPECTION.** Our representative has no authority to bind or limit us regarding deductions for repairs, damages, or charges. Any statement or estimates by us or our representative are subject to our correction, modification or disapproval before final refunding or accounting.
10. **REASONS FOR MOVING. (Optional)**

Your Signature or Signatures

You may be contacted now at:

Home phone: (_____) _____

Work phone: (_____) _____

Date when you delivered this notice: _____

Your Forwarding Address
(You must provide this information)

FOR OFFICE USE ONLY:

Owner's representative who received notice:

Date notice was received: _____

Move-out date was: [] approved or [] disapproved