

NOTICE OF INTENTION TO VACATE

TO: Meybohm Property Management

FROM: _____

DATED: _____

Please be advised that on _____ we intend to move from our residence at _____.

We understand that our deposit will be processed within 30 days of completion of the move-out inspection.

If this move is due to a job transfer, we understand the proof of transfer on appropriate letterhead must be provided before the documented move-out date.

Reasons for leaving: _____

Forwarding address: _____

Do you have plans to purchase or rent in your new location? **Please circle one**

In accordance with our Rental Agreement, we agree to allow the management to show our dwelling to prospective tenants at any and all reasonable times.

Tenant: _____ Home Phone# _____

Tenant: _____ Work Phone# _____

Received by: _____

Date: _____