

NAME: _____ DATE OF NOTICE: _____

ADDRESS: _____ PROJECT: _____ UNIT: _____

I, _____ HEREBY SERVE NOTICE OF MY INTENT TO VACATE THE ABOVE UNIT ON THE _____ DAY OF _____, 20__.

REASON FOR LEAVING: _____ NEW MAILING ADDRESS: _____

SIGNATURE OF TENANT _____ SS# _____ DATE _____

FOR OFFICE USE ONLY

ACCOUNTING

LEASE START DATE: _____ MOVE-OUT DATE: _____

CREDITS

TOTAL MONTHLY RENT: _____

RENT PAID _____ /MO X 30 DAYS = _____ /DAY X _____

AMOUNT POSTED ON ADJUSTMENT JOURNAL – CREDIT (_____)

RENT PAID: _____

DEPOSIT: _____

SECURITY: _____

PET: _____

INTEREST: _____

OTHER: _____

CREDITS SUBTOTAL _____

DEDUCTIONS

PRORATED RENT: _____ DAYS X _____ /DAY _____

DAMAGES _____

CLEANING _____

OTHER: _____

DEDUCTIONS SUBTOTAL (_____)

TOTAL DUE TENANT: _____ OR PHA _____