



Official Notice of Intent to Vacate

You are hereby giving notice that the undersigned intends to terminate and vacate said premises on or before the last day of _____, 20____. Rent is to be paid in full for the entire month. This letter shall serve as a written record of the tenant giving an official notice to vacate. As a part of the Park 52 Lease Agreement, we may show the premises to potential tenants. For your convenience, please let us know which method you would prefer to be contacted by for showings:

Call / Text _____ Email _____

To accommodate people from out of state, we offer Facetime or Skype viewings. Please check if you are ok with us showing the home via video.

\$100 Administration fee will be charged for cancellation or change of notice to vacate date, written approval is required from management

Initial _____

All Tenants who are on the lease must sign this form. This form must be filled out, signed and brought to our office, scanned and e-mailed, or faxed to our office.

Tenant Name (please print clearly)

Signature

Tenant Name (please print clearly)

Signature

Tenant Name (please print clearly)

Signature

Park 52 rental address:

Reason for terminating the rental agreement is as follows:

(This information will be kept confidential)

To insure that your security deposit is processed as quickly as possible please provide us with a forwarding address and a contact number:

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

We thank you for providing this information as it will help make your move out process go as smoothly as possible.