

TENANTS WRITTEN NOTICE TO VACATE PREMISES

* Date: _____

* I/We _____,
_____, _____

* Live at _____, _____, WA. _____

* I/We are giving my notice to vacate the property on or before: _____, _____, **20**_____.

* Contact phone # (_____) _____ Alternate phone # (_____) _____

* If paid, I am requesting to use my last months rent paid in advance towards _____, 20__ rent.
** MUST be verified as "PAID" by management before crediting to rent **

* I/We have scheduled a move out inspection for: _____, _____, **20**_____ @ _____ am / pm

* If not, requested date & time is: _____

* Forwarding Address: _____

Signature

Signature

Signature

Signature

Management Use Only

Received by: _____ on _____ / _____ / _____
[] Mail [] E-mail [] Nite-Drop [] In person

[] Yes [] No Paid \$_____ Last Months Rent
[] Verified lease [] Verified PB

[] Yes [] No Paid \$_____ Deposit
[] Verified lease [] Verified PB

[] Yes [] No Paid \$_____ Additional Security Deposit
[] Verified lease [] Verified PB

[] Yes [] No Paid \$_____ Cleaning Fee
[] Verified lease [] Verified PB

Update PB steps: [] Change "Vacancy Info Status to **ON NOTICE** and complete steps #1-#2-#6 below
[] #1-Plan Move Out [] #2- Enter Forwarding Address [] **#6-Apply LMR**
[] #3- Execute Move Out [] #4- Enter Charges [] completed all steps