

**FORM 7-8 Notice of Intent to Vacate**

[ resident name and address ]

[ date ]

APARTMENT No. \_\_\_\_\_

I hereby notify you that I will vacate my apartment on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. My lease expires on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ and, accordingly, I am giving notice. I understand that my security deposit cannot be applied as rent and that I am responsible for paying rent through the expiration of my lease.

My reason(s) for leaving is (are): \_\_\_\_\_

A preliminary move-out inspection can be made on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ from \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M. so that I will have time to make agreed-upon improvements in order to receive the full return of my security deposit. A final inspection can be made on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ from \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M. I will have completely vacated the apartment by that time. If these days and times are not good for you, please telephone me at \_\_\_\_\_ (home) or \_\_\_\_\_ (work) so that we can make alternative arrangements.

You may show prospective residents the apartment with the following restrictions: \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

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Very truly yours,

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Resident

Notice is hereby acknowledged on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

[ property or management company name ]

By: \_\_\_\_\_