30-DAY NOTICE TO VACATE

Date: _____

I, (We)_____

Name(s) of vacating tenant(s)

Lease-holder(s) at _____

Address

intend to vacate my rental property by the ***last*** day of _____/_____.

Month/Year

I am vacating because:

_____

ALL LEASE HOLDERS NEED TO SIGN

_____ Tenant

_____ Tenant

_____ Tenant

_____ Tenant

****

Option 1: Please sign this section if ALL lease-holders are vacating the property.

I understand the following:

- It is my responsibility to return the keys to the Landlord's Office or Resident Manager, if applicable, upon vacating the property.
- I also understand that I am financially responsible for this unit until the keys are returned.
- I will clear all items from the premises and leave the unit broom clean.
- I understand that I will be charged for any bulk trash left behind, as well as any damage to the unit or outstanding balance.

Signature(s): _____

Forwarding Address**:** _____

Option 2: Please sign this section if NOT ALL lease-holders are vacating.

- I hereby relinquish all my rights to the unit and to the security deposit.
- I understand that it is my responsibility to obtain my share of the deposit from the Incoming roommate and unconditionally and forever release Fred A Smith Company, its partners and officers, from any claims, liability, or responsibility in connection with the Security deposit.

Signature(s): _____

Please note that there is a $50.00 addendum fee for replacement tenants, due at addendum-signing.

Internal Use - Date Received