



MOVE OUT NOTICE

Name: _____ Date: _____

I hereby advise Recar & Associates Realtors that I will be vacating the premises located at _____ on the last day of _____ for the following reason: _____

The date given above is a definite vacating date, and Recar is authorized to show the property to prospective residents during the final 30 days of your tenancy. (Agents should always try to call prior to any showings.)

Should you subsequently wish to cancel or extend your notice to a later date, contact us **IMMEDIATELY**, either in person or through a written request. If your residence has already been re-rented to a new resident by the time you make such a request, you must understand that it may be impossible for Recar & Associates to grant this request.

I understand that giving of this notice does not relieve me of any liability that I may have under my present Lease.

Sincerely,

Forwarding Address:

Tenant Signatures

Please indicate your utility providers below:

Electric: _____

Gas: _____

Water: _____

Trash: _____

Release of Security Deposit is subject to the following provisions:

- All conditions of the Lease agreement must be fulfilled.
- Complete vacating of the entire premises on or before move-out date specified in above notice.
- There must be no damage to the above mentioned property beyond normal wear and tear.
- The entire unit - including the oven, range, refrigerator, bathrooms, closets, ceiling fan blades, cabinets, floors and carpet - is to be clean. Please reference your original Move-In Inventory form.
- All keys must be returned to the office.
- All debris and trash must be removed.
- All rent and late charges due must be paid through date of move-out.