NOTICE OF INTENTION TO VACATE

Landlord's Name
Address
City, State Zip

CM RRR _____
OR HAND DELIVERED(Circle One)

RE: (Address of Rental Unit)

Dear _____,

This letter is to notify you of my intention to vacate the above-referenced premises as required under the lease agreement.

Please note that I will move out of my apartment on _____, 200__.

I would like to schedule a time for a walk-through with a representative for the landlord within three (3) days prior to the date I plan to surrender these premises. If you cannot schedule this walk-through for that time period, please notify me immediately of an alternate date. For your convenience, I have prepared a scheduling form (below) for you to fill out and return it to me.

Thank you for your courtesies.

Sincerely,

_____ _____
Tenant Date

Your request for a walk-through is approved. A representative from this office will be available during these times _____ on this date: _____, 200__.

_____ _____
Signature Date

_____ (Title)