

# NOTICE OF INTENTION TO VACATE

TO: FINE PROPERTY MANAGEMENT

FROM: \_\_\_\_\_  
Name of Tenant(s)

DATED: \_\_\_\_\_, 20\_\_\_\_

Please be advised that on \_\_\_\_\_ I/We intend to move from our residence located at \_\_\_\_\_

We understand that our security deposit will be processed within 30 days of completion of our move-out inspection.

If this move is due to a job transfer, we understand the proof of transfer on appropriate letterhead must be provided before the documented move-out date.

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Do you have plans to purchase or rent in your new location? **Please circle one**

In accordance with our Residential Rental Agreement, we agree to allow the Fine Property Management to show our dwelling to prospective tenant(s) with a **confirmed appointment** and at al reasonable times.

Tenant: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Tenant: \_\_\_\_\_ Work Phone# \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_