**NOTICE OF INTENT TO VACATE**

This **MUST** be completed and returned with the lease

Please check one of the two options to fulfill your lease requirement.

\_\_\_\_\_\_\_ I will vacate my unit on \_\_\_\_\_\_\_\_\_\_\_\_. This serves as a 30 day written notice to vacate. Extensions may not be available, and I agree to vacate my unit on the confirmed date by 11 a.m.

\_\_\_\_\_\_I understand my lease period is 116 days, but at this time I do not know my exact departure date. I understand I am required to provide a 30 day written notice to vacate prior to departure. If notice is not given and receipt acknowledged, and I exceed my lease period, I accept financial obligation for rent and any penalties.

If the unforeseen need for an extension arises, please contact our office as soon as possible. We will seek proper approval for your extension and check availability immediately. If the apartment is not available for an extension, we will search for another option.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone number

Once acknowledged, CityPlace Relocation will send an email confirming vacate or extension.

**Notice is not official until receipt acknowledgement is made.**