

NOTICE OF INTENTION TO VACATE

Please be advised that on _____, 20____, we will move from the residence we occupy at:_____.

We understand that our rental agreement calls for 30 days' notice. This period is 30 days from the postmark date, if the notice is mailed. We understand that we are responsible for rent through the end of the 30 day period or until a new tenant moves into the dwelling, whichever is first. We understand that we are responsible for a pro-rated daily rent up until **the latter of** the final day of our 30 day notice or **the day the keys are returned to management**. We understand that an accounting of our security deposit will be rendered between three and thirty days after we have moved and returned the keys.

FORWARDING ADDRESS:

Signature of Tenant Date Signature of Tenant
Date

We agree to allow Charles Kitchen Realty to release any and all information about my (our) tenancy while under Charles Kitchen Realty management to anyone requesting the information.

Signature of Tenant Date Signature of Tenant
Date

Received in Office [In person] [By mail] Date: _____

Received by: _____