****

**Notice To Vacate**

Date Notice Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We (pleas list all tenants on lease), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be vacating the unit I am currently leasing at  Blume Alumni  Canal Place  Sunrise Apartments as of \_\_\_\_\_\_\_\_\_\_\_.   
 Date

Per my lease agreement, this is my 45 Day Notice to Vacate.

**Reasoning for moving:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I/We acknowledge and agree to the following:**

I/We understand that if not moving the termination of my lease agreement I will be responsible for the remainder of the rent due on my lease agreement.

I/We understand that once this letter is submitted, I am committed to moving out of said apartment as stated in this letter. If my/our circumstances change, I/we understand that my unit may already be pre-rented and no longer available.

I/We understand that if I/we are giving notice with less than 45 days notice, my security deposit will be forfeited.in addition, I will owe all the costs of the vacancy to include: rent balance owed, advertising, repairs, damages, etc. I am asking that management do their best to rent my unit as was possible.

I/We understand thatch unit must be left clean and empty of all personal items, furniture and trash when I leave. If not I understand that I will be charged for the removal of these items in addition to any repairs above and beyond reasonable wear and tear. (LFR Ohio does not have the ability cot remove your furniture or get rid of any household items.)

I We understand that I/we will be charged rent until all keys are returned (includes: security door, unit door and mailbox keys) to the management company to terminate my occupancy. Failure to return all keys will result with additional charges and fees that apply, including court fees due to eviction. If I do not return all keys by thru first of the month as agreed, I will be charge the full amount of my balance including all applicable fees.

I/We understand any deposits held cannot be used as my last month’s rent.

I/We understand that any deposit funds being held will be returned within 30 days of landlord receiving all keys. I/We understand that that the check will be made out to the household unless otherwise noted and agreed upon in writing. I/We understand that the landlord has 30 days from the date keys are received by office staff to return my deposit.

Please provide forwarding address:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All tenants on the above-mentioned lease must sign for this notice for it to be considered valid.**

I/We will schedule a move-out inspection prior to my/our final move out date with the leasing office. Move out date is the date that all keys have been returned to the office. If any personal items, trash, and/or furniture are left in the unit I understand I will be charged for the full move-out cost of $1000.00. All my balance due on my/our account will be sent to a collection agency and I will receive a 1099 form at the end of the year for the balance owed.

I/We agree to leave the unit in the same condition as I/we found it when I/we moved in, broom swept and vacuumed, and all appliances clean.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Tenant Signature Tenant Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Tenant Signature Tenant Signature

**Office Use Only**

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

Notice posted in Buildum

Move-out guides given

Move-out inspection date scheduled and posted resident memos to Buildum

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_