

30-Day Notice to Vacate

Use this form to give written notice that you will be moving out. Submit at least 30 days before your intended move-out date (or earlier if your lease requires more notice).

Before you submit: Check your lease for the exact notice period required — some leases require 60 days. Notice runs from the day we receive this form, not the day you sign it. If you are breaking the lease early, additional terms apply; contact our office before submitting.

ACTIVE-DUTY MILITARY? — 50 U.S.C. § 3955

If you have received PCS orders, deployment orders for 90+ days, or have separated from service, the Servicemembers Civil Relief Act lets you terminate the lease early without penalty. Use this form to give notice, attach a copy of your orders, and termination becomes effective 30 days after the next rent due date. We've seen the orders before; we'll make the transition easy.

TENANT & PROPERTY

TODAY'S DATE

LEASE END DATE

PROPERTY ADDRESS (STREET, CITY, STATE, ZIP)

PRIMARY TENANT NAME

CO-TENANT NAME(S)

PHONE NUMBER

EMAIL ADDRESS

NOTICE OF INTENT

I/we hereby give written notice that I/we will vacate the property listed above on the move-out date specified below. I/we understand that rent is owed through the end of the notice period or the move-out date, whichever is later, and that all terms of the lease remain in effect until possession is returned.

INTENDED MOVE-OUT DATE

DATE KEYS WILL BE RETURNED

REASON FOR LEAVING (OPTIONAL)

Purchasing a home

Job relocation / PCS orders

Need more / less space

Moving in with family or partner

Financial reasons

Other

Dissatisfaction with property — please describe below, we want to know

COMMENTS (OPTIONAL BUT APPRECIATED)

FORWARDING ADDRESS

Your security deposit and any refund will be mailed to this address after move-out inspection. Please make sure it is correct and complete.

STREET ADDRESS, CITY, STATE, ZIP

NEW PHONE (IF CHANGING)

NEW EMAIL (IF CHANGING)

MOVE-OUT WALK-THROUGH

I would like to be present for the move-out inspection. (Recommended.) Best dates and times below:

I waive the right to be present. Conduct the inspection at your convenience.

PREFERRED INSPECTION DATE / TIME

TENANT ACKNOWLEDGMENTS

By signing below, I/we acknowledge that:

- The property will be returned in clean condition, with all personal items removed and all keys, remotes, and access fobs returned.
- Utilities in my/our name will be kept on through the move-out inspection.
- Charges may be assessed against the security deposit for damage beyond normal wear and tear, cleaning, or unpaid balances, as itemized after inspection.
- A forwarding address must be provided for the deposit disposition to be mailed. Without one, statutory mailing rules apply.
- This notice does not modify or release any obligation under the current lease except as specifically stated here.

WHAT HAPPENS NEXT

**WITHIN 1
BUSINESS
DAY**

We confirm receipt of your notice.

You'll get an email confirmation with your official notice period end date so there's no confusion later.

WEEKS 1-2 The home goes back on the market.

We may schedule showings during reasonable hours with at least 24 hours' notice. Your cooperation here helps everyone move forward smoothly.

~7 DAYS BEFORE We confirm your move-out inspection time.

If you indicated above that you'd like to be present, we'll work around the dates you provided.

MOVE-OUT DAY Final walk-through and key return.

Bring all keys, remotes, and fobs. The property should be empty, clean, and ready for the next tenant.

WITHIN 30 DAYS Security deposit disposition mailed.

Sent to your forwarding address with a full itemization of any deductions and a check for the remaining balance.

SIGNATURES

TENANT

SIGNATURE _____
DATE

PRINTED NAME

CO-TENANT

SIGNATURE _____
DATE

PRINTED NAME

For office use only — Date received: _____ Received by: _____ Notice period ends: _____