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## NOTICE OF INTENTION TO VACATE (60 Day NOTICE)

To: R F R Property Management

From: \_\_\_\_\_ Date \_\_\_\_\_

Please be advised on \_\_\_\_/ \_\_\_\_/ \_\_\_\_ we intend to move from our residence at  
\_\_\_\_\_ City \_\_\_\_\_

We understand our Lease Agreement calls for 60 days notice to be given on or before the 1<sup>st</sup> day of the last two months occupied. This is a \_\_\_\_ days notice. We understand we are responsible for paying rent through the end of the notice period called for in the Lease Agreement or until another tenant approved by the management has moved in, whichever comes first.

We understand our deposit will be refunded within 30 days after we have moved out completely, documented a move-out inspection with management and returned our keys to the management, as long as we leave our dwelling clean (as at move-in) and undamaged. If this move is due to a Military transfer, we understand the proof of transfer on appropriate letterhead must be attached to this 60 days' notice before the 1<sup>st</sup> day of the last two months occupied.

In accordance with our Lease Agreement, we agree to allow management to show our dwelling to prospective tenants at any and all reasonable times.

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

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

Tenant Signature \_\_\_\_\_ Home/Cell phone# \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Work phone # \_\_\_\_\_

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