

20-Day Notice of Intention to Move

To The Resident:

This form serves as your written vacate notice to terminate your tenancy with our company. **BE ADVISED: YOU MUST GIVE AT LEAST 20 DAYS NOTICE PRIOR TO THE END OF THE MONTH YOU WISH TO VACATE.** For Example: If you wish to vacate September 30th, your notice must reach our office no later than September 10th (20 days prior to the end of the month).

YOU WILL BE RESPONSIBLE FOR THE ENTIRE MONTH'S RENT, EVEN IF YOU DECIDE TO VACATE EARLY. If the unit is re-rented, you will be refunded any rent money collected from the new resident.

If proper notice to vacate is not given you will be responsible for the ENTIRE NEXT MONTH'S RENT. If the unit is re-rented during the month, you will be refunded any rent money collected from the new resident. Thank you for your cooperation.

Keys must be turned into the office by MIDNIGHT the day given as the vacate date.

OWNER RESERVES THE RIGHT TO SHOW THE UNIT AFTER NOTICE OF TERMINATION OF TENANCY HAS BEEN GIVEN. (RCW 59.18.150)

The Management

We are fully aware that the provisions of our rental agreement requires us to give at least 20 days written notice prior to the end of the month we wish to vacate. We are also aware of our responsibility concerning rent money owed, as outlined above.

We intend to move on _____. We understand that we must be out of our unit on or before this date, since other residents may be scheduled to move in.

TODAY'S DATE: _____

Name: _____

Name: _____

Address: _____

Address: _____

City State Zip

City State Zip

Forwarding Address: _____

Forwarding Address: _____

City State Zip

City State Zip

Phone #: _____

Phone #: _____

Email: _____

Email: _____

SIGNATURE OF RESIDENT

SIGNATURE OF RESIDENT

Work Change

Poor Location

Security

Home Purchase

Unit too Small/Large

Poor Maintenance

Transfer to another unit

Other Explain: _____

Rent too High

Poor Management

Lack of Amenities

OFFICE USE ONLY
Proper ___
6 mo ___
Check out proc. ___
Rent: ___ ___
4% ___
Make Ready ___

What could we as a company do better? _____

