

# Thirty-Day Notice of Resident(s) Intent to Terminate Lease

To: Retreat at Union Square (Landlord)

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

From: \_\_\_\_\_ (Resident(s) Name)

Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Re: 30-Day Notice to Terminate Lease

1. **Resident(s) Notice of Intent to Terminate Lease:** The above-referenced lease ends on \_\_\_\_\_ (date). Resident will vacate the property on \_\_\_\_\_ (Move-out Date).
2. Resident(s) forwarding address. If known at this time, please provide below. If not received by move-out date final deposit disposition will be mailed to the last known address.

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Street	City	State	Zip
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3. If resident(s) fail to vacate by the move-out date, resident(s) will be liable for rent up to the date that all keys are received.
  4. Please note that you cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.
  5. Rent and all associated fees must still be paid in advance on the normal rental date.
  6. We will gladly schedule a move-out inspection. Please call or email the property manager at least 48 hours prior to your last day of occupancy. Inspections will be completed the business day following your last day of occupancy. We will not inspect apartments the same day the keys are surrendered.
  7. Owner will mail an itemized accounting of deductions within 21-days after surrender. Lawful deductions include but not limited to unpaid rent, unpaid utilities, unpaid fees, repairs, damages, cleaning charges, unreturned keys, parking passes, burned out light bulbs, trash removal, pet-related charges, pet related damages, paint, and maintenance labor.
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Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_