

Date \_\_\_\_\_

### NOTICE OF MOVE-OUT

TO: MANAGER

I hereby advise Nordheim Court Apartments that \_\_\_\_\_, will vacate apartment # \_\_\_\_\_ room \_\_\_\_\_ on \_\_\_\_\_ for the following reason(s): \_\_\_\_\_

The date given above is a definite vacating date. Should I subsequently wish to cancel or extend my notice to a later date, I will contact you immediately, either in person or through a written request. If my apartment has already been re-rented to a new resident by the time I make such a request, I understand that it may be impossible for you (the Owner's agent) to grant this request.

I understand that the giving of this notice does not relieve me of any liability that I may have under my present Lease Agreement.

Resident(s) Signature:

Forwarding Address:

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

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

**IMPORTANT:**

Release of the Security Deposit is subject to the following provisions:

- All conditions of the lease agreement must be fulfilled
- Proper notification of move-out received according to lease agreement.
- Complete vacation of the entire premises on or before move-out date specified on this notice.
- There must be no damage to the above-mentioned Apartment beyond normal wear and tear, except for Damage denoted on your Acceptance of Premises Form
- The entire apartment – including the oven, range, refrigerator (defrosted), bathroom, closets, cabinets, floors, and carpet (no spots) – is to be clean.
- Patios, balconies & storage areas must be clean and free of debris.
- All keys must be returned.
- All debris and rubbish must have been placed in the appropriate containers.
- All rent paid through date of move-date.
- A forwarding address must be provided.

**ANY SECURITY DEPOSIT REFUND IS RETURNED BY A CHECK MAILED TO THE FORWARDING ADDRESS SHOWN ABOVE.**

Remarks: \_\_\_\_\_

<p>Received by: _____</p> <p>Date: _____ Time: _____</p> <p>Property No. _____</p>	<p><b>FOR OFFICE USE ONLY</b></p> <p>Type: _____</p> <p>Carpet Color: _____</p> <p>Location: _____ 1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____</p>
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