

Notice to Vacate Form for Apartment

Date: _____

To:

Apartment Manager Name: _____

Apartment Address: _____

From:

Tenant Name: _____

Unit Number: _____

Contact Information: _____

Subject: Intent to Vacate Apartment

This is to formally inform you of my intention to vacate the apartment located at [Apartment Address] on _____ (vacate date). This notice complies with the ___-day requirement stated in the lease agreement.

Apartment Move-Out Checklist:

- Cleaned the apartment and removed all belongings.
- Returned all keys and access devices.
- Settled pending utility bills.

Forwarding Address:

Tenant Signature: _____

Date: _____