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## 30 Day Notice to Vacate Property

Today's Date: \_\_\_\_\_ Current Property Address: \_\_\_\_\_

I/We \_\_\_\_\_ am/are putting in 30 day notice to vacate the above property. I/We will be out on \_\_\_\_\_, and return keys, garage remote and any other keys or tags issued to me to the office no later than the last business day of this notice period. I understand that my notice must be a minimum of 30 days. I understand that keys must be received in the office no later than 4:30 P.M. on the last business day of my 30 days.

Reason for Moving: \_\_\_\_\_  
\_\_\_\_\_

New/Forwarding Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Print Name(s): \_\_\_\_\_  
\_\_\_\_\_

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

ALL TENANTS/LEASE HOLDRES MUST SIGN THIS FORM

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*for office use only*

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\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Received