

**NOTICE OF INTENT TO VACATE APARTMENT**

Date of Notice \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Resident Name (Please Print) \_\_\_\_\_

Property Address \_\_\_\_\_ Suites \_\_\_\_\_

Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell Phone \_\_\_\_-\_\_\_\_-\_\_\_\_

I/We the RESIDENT(S) of the above apartment hereby give notice that I/We intend to vacate the premises on \_\_\_\_\_ OF \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_ I/WE HAVE COMPLETED THE TERM OF MY/OUR LEASE AGREEMENT/CONTRACT

\_\_\_\_\_ I/WE HAVE **NOT** COMPLETED THE TERM OF MY/OUR LEASE AGREEMENT/CONTRACT

I/WE are vacating the apartment because \_\_\_\_\_

My/Our Forwarding Address is:

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

**Please mail or fax this form to 132 W Main Street, Suite 102H Medford, OR 97501  
Fax (866)480-7568**

Very Truly Yours,

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature



**For Office Use Only**  
Tenants gave \_\_\_\_\_ days notice Received on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Apartment Keys Received on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Management Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

