

**30-Day Notice of Resident's Intent to Vacate**

You are hereby given notice that I (we) will be vacating quarters # \_\_\_\_\_ (Street Address) which is a 2 – 3- 4- 5 bedroom home with/without study on \_\_\_\_\_ (Date). My reason for terminating my lease is:

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The date given above is a **DEFINITE VACATING DATE**, and you are hereby authorized to pre-lease the premises to a prospective resident.

I (we) understand that if the premises is not vacated as described above, the applicable provisions of the Lease will apply and I (we) may be responsible for additional rent as well as any loss or damages suffered by you or by a new resident deprived of possession.

I (we) understand that the giving of this notice does not relieve me (us) of any liability that I (we) may have under my (our) Lease agreement.

I will provide a copy of my LES which is required at final inspection.

Print Name: \_\_\_\_\_  
Rank: \_\_\_\_\_  
SSN# \_\_\_\_\_  
Contact Phone # \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

New Home Phone #: \_\_\_\_\_  
Mobile Phone #: \_\_\_\_\_

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

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**Office Use:**

Resident Occ. No: \_\_\_\_\_  
Prorated Rent Due: \$ \_\_\_\_\_  
Lease Break Fee : \$ \_\_\_\_\_

Acknowledge of Receipt by Management \_\_\_\_\_ Date: \_\_\_\_\_

Pre-inspection: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Final inspection: Date: \_\_\_\_\_ Time: \_\_\_\_\_