

**20-DAY NOTICE OF INTENTION TO MOVE**

This form serves as your written vacate notice to terminate your tenancy with our company. **BE ADVISED: YOU MUST GIVE AT LEAST 20 DAYS NOTICE PRIOR TO THE END OF THE MONTH YOU WISH TO VACATE.** For Example: If you wish to vacate September 30<sup>th</sup>, your notice must reach our office no later than September 10<sup>th</sup> (20 days prior to the end of the month).

**YOU WILL BE RESPONSIBLE FOR THE ENTIRE MONTH'S RENT, EVEN IF YOU DECIDE TO VACATE EARLY.** If the unit is re-rented, you will be refunded any rent money collected from the new resident.

**IF PROPER NOTICE TO VACATE IS NOT GIVEN YOU WILL BE RESPONSIBLE FOR THE ENTIRE NEXT MONTH'S RENT.** If the unit is re-rented during the month, you will be refunded any rent money collected from the new resident.

**Keys must be turned into our office no later than MIDNIGHT on the day given as the vacate date.**

**OWNER RESERVES THE RIGHT TO SHOW THE UNIT AFTER NOTICE OF TERMINATION OF TENANCY HAS BEEN GIVEN IN ACCORDANCE WITH LANDLORD TENANT-LAW. (RCW 59.18.150)**

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(int. ) We are fully aware that the provisions of our rental agreement requires us to give at least 20 days written notice prior to the end of the month we wish to vacate. We are also aware of our responsibility concerning rent money owed, as outlined above.

We intend to move on \_\_\_\_\_. We understand that we must be out of our unit on or before this date, since other residents may be scheduled to move in.

**TODAY'S DATE:** \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RESIDENT

\_\_\_\_\_  
SIGNATURE OF RESIDENT

State law requires us to provide you with a 24 hour written notice to show your home, but if a different method is more convenient for you to receive any future letters, etc., we would be happy to accommodate your request. Please choose one of the following if other than written notice:

**Phone Call** \_\_\_ **Email** \_\_\_ **Text Message** \_\_\_ **Other** \_\_\_\_\_

- |                     |                                |                         |
|---------------------|--------------------------------|-------------------------|
| _____ Work Change   | _____ Unit too Small/Large     | _____ Rent too High     |
| _____ Poor Location | _____ Poor Maintenance         | _____ Poor Management   |
| _____ Security      | _____ Transfer to another unit | _____ Lack of Amenities |
| _____ Home Purchase | _____ Other Explain: _____     |                         |

<b>OFFICE USE ONLY</b>
Proper ___
6 mo ___
Check out proc. ___
Rent: ___ ___
4% ___
Make Ready ___

Thank you for your residency. What could we as a company do better? \_\_\_\_\_