



### 30 DAY NOTICE OF INTENT TO VACATE

Date: \_\_\_\_\_

I, \_\_\_\_\_, presently residing at \_\_\_\_\_

hereby give a thirty-day (30 day) notice of intent to vacate my housing unit. Number of bedrooms: \_\_\_\_\_

I am moving because:

ETS Retiring Last day of active duty \_\_\_\_\_

PCS Deployed Divorce Medical Chapter Out Asked to Leave Moving Off Base

(Reason: \_\_\_\_\_)

Do you have any belongings in Non-Temporary Storage (NTS): \_\_\_\_\_

My obligation to my lease expires: \_\_\_\_\_.

I request to terminate: \_\_\_\_\_, and understand that once the final inspection date is set it cannot be changed.

\_\_\_\_\_ Early Termination: I agree to pay The Break Lease Fee.

\_\_\_\_\_ I agree that damages to my unit may be charged against my refund.

**Unaccompanied Only:**

I acknowledge that the above roommate will be vacating. Liberty Park at Andrews recommends all roommates be present at inspections.

\_\_\_\_\_ Initials    \_\_\_\_\_ Roommate One Initials    \_\_\_\_\_ Roommate Two Initials

The **forwarding address** for the return of any prorated rent allotment is listed below. I understand and agree that, in accordance with my Resident Occupancy Agreement, any outstanding charges on my account will be deducted from this final allotment payment.

**(PLEASE PRINT)**

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

Phone Number: \_\_\_\_\_

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