

**30-Day Notice of Intent to Vacate**

You are hereby given notice that I (we) will be vacating my home which is a 1-2-3-4-5 \_\_\_ bedroom home located at \_\_\_\_\_ (Street Address) on \_\_\_\_\_ (Date). My reason for terminating my lease is:\_\_\_\_\_.

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.

\*\* \_\_\_\_\_ YES \_\_\_\_\_ NO I (we) grant authorization to share my contact information with the privatized housing partner at my next duty station for leasing purposes.

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

\*First Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

\*Rank: \_\_\_\_\_

\*Number of Dependents/Occupants \_\_\_\_\_

\*Branch of Service \_\_\_\_\_

\*Contact Phone # \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Date of Vacate \_\_\_\_\_

\*PCS Destination/Name of Gaining Installation: \_\_\_\_\_

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

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

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

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

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**Office Use:**

Resident Tenant ID: \_\_\_\_\_

Prorated Rent Due: \$ \_\_\_\_\_

Lease Break Fee: \$ \_\_\_\_\_

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

Final inspection: Date: \_\_\_\_\_ Time: \_\_\_\_\_