

# NOTICE TO VACATE



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

Office Use Date Received: \_\_\_\_\_

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

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

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

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

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Nearest Relative not living with you Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**All notices to vacate must be turned in before the first of any month; otherwise you will be fully responsible for rent for the following month.**

Dear Littleton Real Estate Company,

This letter constitutes my 30 day notice to vacate the above-referenced rental unit. I will vacate the property on or before \_\_\_\_\_, 20\_\_\_\_. I understand that I am responsible for cleaning and professional carpet cleaning. I also understand that rent accrues until the keys to the rental unit are returned to LREC. Reason for moving: \_\_\_\_\_.

### Lease Termination Policy

The tenant shall be responsible for returning keys to the LREC office by **11:59pm** on the agreed upon lease termination date. Failure to return keys to the office by that date and time will result in being charged pro-rated rent per day until keys are returned. Please understand that not returning keys on time can cause delays in getting new tenants moved in. Tenants are also responsible for carpet cleaning. Please indicate your cleaning preference:

- { } I will arrange for carpet cleaning to be completed prior to my lease termination date. A receipt for carpet cleaning must be provided when keys are turned in.
- { } I authorize LREC to arrange for carpet cleaning on my behalf. I also understand that the cost may increase if there is heavy soil or pet odor/stains in the carpet.

### Contact Information

- { } I have an answering machine on my telephone to receive messages for showings
- { } I do not have an answering machine, but will allow showings without notice.

### Lease Termination Information

- { } I have fulfilled the term of my lease
- { } I have not fulfilled the term of my lease and understand that I will be responsible for rent and utilities until the end of the lease or the unit is re-rented, which ever is shorter. I also agree to pay for the re-key cost, a \$250 processing fee, and a release fee of one (1) month's rent or equal to 2 month's rent (depending upon who found new qualified tenant(s)).

### Tenant Vacating Procedures

- { } I have received the Tenant Vacating Procedure packet

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date