



Management  
Realtors  
Consulting

Metro Realty Center Inc.

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Metro Realty Center Inc.

A New Dimension in Real Estate

**NOTICE OF INTENTION TO VACATE**

To: Metro Realty Center, Inc.

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

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

Please be advised that as per our Rental agreement, I/We are submitting our (please check one)  
 (30)  (60) day notice to vacate the property. We will be vacating on \_\_\_\_\_.

It is understood that rent is owed through the end of the notice period and shall be paid on the due date as set forth in the Rental Agreement.

The security deposit shall be refunded within the time allowed by California law, currently 21 days after the property is fully vacated and all keys are returned to Metro Realty Center, Inc. Any damages or charges owed shall be deducted from the security deposit. As stated in the lease agreement, any refund checks will be made payable to all parties on the lease agreement unless modified in writing by all lessees.

Reasons For Leaving: \_\_\_\_\_

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

In accordance with the lease agreement, I/We agree to allow Metro Realty Center, Inc. to show the property if needed, you can reach us at: \_\_\_\_\_ or \_\_\_\_\_ to schedule said showings.

Resident's Name: \_\_\_\_\_ Resident's Signature: \_\_\_\_\_

Resident's Name: \_\_\_\_\_ Resident's Signature: \_\_\_\_\_

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Office use only

Date Received by Manager: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_