



P. O. Box 65600, Albuquerque NM 87193  
Office: 505-292-6611 Fax: 505-884-4791

## “TENANT 30-DAY NOTICE TO VACATE PREMISES”

I/We \_\_\_\_\_

hereby give thirty (30) days notice to vacate: \_\_\_\_\_

Rental Property Address

\_\_\_\_\_, \_\_\_\_\_ effective: \_\_\_\_\_  
City State Date that you will vacate property –Must be the last day of the month

My Lease expiration date is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I / We understand that notice must be given **on or before** the first day of the month we are moving. A full month's rent is due for the final month.

(For example, if you plan to vacate on December 31, 2011, you must have delivered your written notice on or before December 1st, 2011) Notices will not be accepted after the first day of the month. Verbal Notices are NOT ACCEPTABLE.)

I / We understand that a move out inspection must be scheduled on or before the last day of the month we are moving out. If I do not schedule my inspection, my deposit will be forfeited. Inspections are scheduled by calling Emerald Real Estate Management, LLC at 292-6611. All keys must be turned in on inspection day. If the keys are not returned on the move-out date, you will be charged \$40.00 for the keys and you will be charged your daily rent rate for each day until the keys are turned in.

I/We understand that I/We cannot use any part of the deposit in lieu of rent; and that within thirty (30) days after the end of the Term or departure, whichever is later, Landlord will (a) provide to tenant a written itemized statement showing any deduction from the deposit and (b) return the balance of the deposit, if any, to Tenant at Tenant's last known address.

Tenant Name \_\_\_\_\_ Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Printed)

Tenant Name \_\_\_\_\_ Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Printed)

Tenants forwarding address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

FOR OFFICE USE ONLY Received on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

