

30-Day Notice of Resident's Intent to Vacate

You are hereby given notice that I _____ (print name) will be vacating quarters located at: _____ (address) on _____ (date).

Reason for vacating Quarters is *(be specific)*: _____

The date given above is a **DEFINITE VACATE 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.

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

Print Name: _____ SSN#: _____ Rank: _____

Home Phone: _____ Cell: _____ Work: _____

Forwarding Address: _____

New Duty Station: _____ POC or Sponsor Phone #: _____

Received Cleaning Guidelines: _____ (initial) Elected Express Pay & Go: _____ (initial)

Pre-inspection: Date: _____ Time: _____

Final inspection: Date: _____ Time: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

I _____ (print name) understand the following:

- a. **For residents terminating at the end of the lease term:** Lessor requires a written Notice of Resident's Intent to Vacate at least 30 days prior to the end of the lease term. If proper notice is not given and I vacate the apartment home prior to the end of the lease term, my lease term will be extended, and I will be responsible for rent until the earlier of one month following the lease termination date; or the date on which a new resident's lease term for the premises begins.
- b. **For Residents who are on a month-to month lease:** Lessor requires a 30 day written Notice of Resident's Intent to Vacate prior to the end of the current month-to-month term. If proper notice is not given and I vacate the apartment home, I will be responsible for rent until the earlier of 30 days following the date of our written notice of intent to vacate; or the date on which a new resident's lease term begins.
- c. **In the event a resident terminates the lease for any reason other than set forth in section 21 of the lease:** Resident shall provide thirty (30) days' notice to landlord and shall be responsible for all payments required under the lease through such thirty (30) days. In addition, resident shall pay to landlord an amount equal to thirty (30) days' rent as liquidated damage, together with any outstanding rent or other amounts owed to landlord pursuant to the terms of the lease.
- d. Should I subsequently wish to **cancel or extend this notice** to a later date, I must contact you immediately, through a written request.
- e. **Allotment:** Resident understands rent is paid in arrears and is advised not to stop their allotment. Any prorated rent due will be deducted from your allotment received the month following your vacate date. Refunds will be returned to resident by check or ACH after allotment is received and any pro-rated rent is deducted.
- f. **The unit MUST be clean** (in accordance with either the self-clean or pay and go guidelines). **All items MUST be removed** and all keys returned. **If unit or resident is not prepared for final inspection at scheduled date and time additional charges may be applied and inspection rescheduled for next available appointment on the next business day.**

Resident Signature: _____ Date: _____
 Resident Signature: _____ Date: _____

Receipt by Management _____ Date: _____
 Prorated Rent Due: \$ _____ Pay & Go Cost: \$ _____
 Lease Break Fee : \$ _____ Date Received : \$ _____