



# NOTICE OF INTENT TO VACATE

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

Apt #: \_\_\_\_\_

Resident Names (First & Last Names of all who live in apartment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I (we) plan to vacate our apartment at the address and unit listed above at the end of our lease. As stated from the Lease Renewal Letter sent, the last day of our lease is: \_\_\_\_\_ (MM/DD/YYYY)

The date listed above is a definite vacating date, and Girard Management, Inc (GMI) is hereby authorized to place the above-mentioned unit on the open market for rent to prospective renters with a reasonable notification, by phone call or voicemail, for showings.

Should I (we) subsequently wish to cancel or extend my (our) notice to a later date, I (we) will contact GMI in person or by phone to discuss the available options. I understand that it may be impossible for GMI to grant this request if the unit in question has a new contract for lease.

I (we) understand the standard move-out terms are to be out on the last day of the month by **12PM NOON**. If we are not completely vacated by noon, GMI may charge me (us) \$50 per hour for each additional hour past check out time. I understand that the submission of this notice does not relieve me of any liability that I may have under my present lease agreement.

**Per your lease, your notice to vacate must be received in the office no later than two months and one day before the last day of your lease.**

Thank you,

Girard Management, Inc.

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Resident Signature*

**Reason For Leaving:**