



Official 30-Day Notice Intent to Vacate

PROPERTY ADDRESS: _____

ZIPCODE: _____

TENANT NAME(S): _____

CURRENT PHONE NUMBER: _____ ALTERNATE #: _____

Please be advised that the undersigned tenant intends to vacate the rental property listed above on

(DATE): _____.

REASON FOR MOVE: _____.

In the event tenancy is not terminated on or before date indicated above, rent will continue to be charged until the keys are turned over to SMART. A SMART team member will be inspecting for cleanliness and condition. Any deficiencies or damages beyond "normal wear and tear" will be charged against your security deposit. Utilities **MUST** remain on for an additional 3 days after vacating in accordance with your lease agreement. Tenants are responsible for any rent or account balances due.

Tenants are also responsible for the removal of all Tenants' personal property from the premises on or before the move out date. During the notice period, SMART is hereby authorized to **SHOW** the property to prospective tenants as required. Tenant agrees to cooperate with SMART and other REALTORS in this process.

_____ **(please initial)**. Tenant understands that any refund of deposits is contingent upon move out condition of the property, account balances and any cost incurred beyond normal wear and tear.

The following explains the requirements for date of security deposit refunds.

Any refund deposit due will be mailed to Tenants forwarding address as indicated below and as prescribed by law within 30 days from the move-out date.

Forwarding Address: _____

Tenant(s) Signature(s):

Date: _____

Date: _____