

# **Notice of Intent to Vacate**

## **Instructions**

Notice may be brought in to our office. We will provide you a signed copy of the notice for your records. We highly recommend personally delivering your Notice of Intent to Vacate.

Notice may be faxed to (559) 684-9096. Please call to verify that fax was received by our office. Thirty (30) day notice effective when received and signed in our office during regular business hours. Our office number is (559) 684-9094.

Notice may be e-mailed to Nicole. Please call to verify that e-mail was received. Thirty (30) day notice effective when received and signed in our office during regular business hours. Our office number is (559) 684-9094.

Notice may be mailed to our address. **THIS IS NOT RECOMMENDED BY OUR OFFICE.** We are not responsible for lost or misdirected mail. Thirty (30) day notice effective when received and signed in our office during regular business hours. Our office number is (559) 684-9094.

Under no circumstances does our office accept a Notice of Intent to Vacate over the phone. Thank you for your understanding.

# Notice of Intent to Vacate

Resident \_\_\_\_\_

Resident \_\_\_\_\_

This is to serve as a thirty day notice of my/our intent to vacate premises located at:

\_\_\_\_\_, \_\_\_\_\_, CA \_\_\_\_\_

on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I/We request a move-out Inspection by Mid-Valley Property Management on that date between the hours of \_\_\_\_\_ and \_\_\_\_\_ at which time I/we will have removed all our personal belongings and will return all keys.

The reason I am/we are vacating the premises is: \_\_\_\_\_

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

My/Our forwarding address is: \_\_\_\_\_

\_\_\_\_\_

I/We understand that (30) thirty days of our intent to vacate is required or I/we may be liable for your loss. I/We also understand that you are required to return my/our security deposit and/or a list of itemized deductions within (21) twenty-one days of the date we actually vacated the premises/unit providing that I/we have given proper notice.

\_\_\_\_\_  
RECEIVED BY

\_\_\_\_\_  
RESIDENT                      DATE

\_\_\_\_\_  
TITLE                      DATE

\_\_\_\_\_  
RESIDENT                      DATE