

## **RESIDENT'S NOTICE OF INTENT TO VACATE**

**Date:** \_\_\_\_\_

All residents occupying apartment # \_\_\_\_\_ in \_\_\_\_\_ Apts hereby give notice on \_\_\_\_\_ of intent to vacate by \_\_\_\_\_.

Residents Reason for Vacating the Premises:

- ☐ Lease Expiration as of \_\_\_\_\_.
- ☐ Early Termination of Lease dated \_\_\_\_\_ to \_\_\_\_\_
- ☐ Good Cause Move-out
  - Good Cause Occurrence (verification must be provided and reasons for Good Cause approved by Management): \_\_\_\_\_

Residents understand that part or all of the security deposit may be refunded to me as per quotation from lease, and depending on the following:

1. This notice is delivered to management at least **30 days prior to the move out date.**
2. If occupancy continues on the 1<sup>st</sup> of the month, you will be liable for the FULL month s rent, unless the lease agreement has been fulfilled.
3. The apartment and all appliances will be thoroughly cleaned. If you do not clean adequately, you will be liable for reasonable cleaning charges including charges for cleaning carpets, blinds, walls, etc. that are soiled beyond normal wear and tear (that is, wear or soiling that occurs without negligence, carelessness, accident, or abuse).
4. All keys issued to you will be returned to the apartment management **office** on the date of inspection and move out.
5. An inspection with the manager, to inspect for damages and repairs needed to the apartment and all furnishings, will be scheduled for \_\_\_\_\_.
6. No change in the move-out date will be made without written approval of the owner's representative.

**Your move-out notice will not release you from liability for the full of the lease Contract, renewal terms, rent or other fees.**

**ALL rent, fees or other charges due must be paid in full on or before the 1<sup>st</sup> of the month prior to vacate date AND in the form of a money order to avoid termination of occupancy.**

*Sec. 92.108. LIABILITY FOR WITHHOLDING LAST MONTH'S RENT. (a) The tenant may not withhold payment of any portion of the last month's rent on grounds that the security deposit is security for unpaid rent. (b) A tenant who violates this section is presumed to have acted in bad faith. A tenant who in bad faith violates this section is liable to the landlord for an amount equal to three times the rent wrongfully withheld and the landlord's reasonable attorney's fees in a suit to recover the rent.*

### **Key Deposits:**

- ☐ Apply to balances owed at move-out.
- ☐ Refund to the forwarding address provided below.



*"This institution is an equal opportunity provider and employer."  
The owner does not discriminate against persons with disabilities.  
Section 504 Coordinator: Candice George, 600 S. Main St. Belton, TX 76513, 214-751-6152  
T.D.D. 1-800-735-2989*



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Owner may re-let the apartment, commencing the day after the above move-out dates. It is acknowledged that if any resident holds over and fails to move out on the above move-out date, resident's security deposit may be returned; and all residents will be subject to holdover rents, damages, contractual liens, utility cutoff, one-month lease extension and other contractual and statutory remedies.

Forwarding Address:

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Resident s present phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Resident s signature:

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Owner's representative signature:

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