

NOTICE TO VACATE



Date: _____

Office Use Date Received: _____

Name: _____

Current Address: _____

Forwarding Address: _____

Company Name _____ Company Address _____

Phone Number: Home: _____ Cell: _____ Work: _____

Nearest Relative not living with you Name _____ Phone Number _____

All notices to vacate must be turned in before the first of any month; otherwise you will be fully responsible for the following month.

Dear Littleton Real Estate Company,

This letter constitutes my 30 day notice to vacate the above-referenced rental unit. I will vacate the property on or before _____, 20____. I understand that I am responsible for cleaning and professional carpet cleaning. I also understand that rent accrues until the keys to the rental unit are returned to LREC. Reason for moving: _____

Lease Termination Policy

The tenant shall be responsible for returning keys to the LREC office by **NOON** on the agreed upon lease termination date. Failure to return keys to the office by that date and time will result in a **\$25.00/hour fee**. Please understand that not returning keys on time can cause delays in getting new tenants moved in. Tenants are also responsible for carpet cleaning. Please indicate your cleaning preference:

- I will arrange for carpet cleaning to be completed prior to my lease termination date. A receipt for carpet cleaning must be provided when keys are turned in.
- I authorize LREC to arrange for carpet cleaning on my behalf. I also understand that the cost may increase if there is heavy soil or pet odor/stains in the carpet.

Contact Information

- I have an answering machine on my telephone to receive messages for showings
- I do not have an answering machine, but will allow showings without notice.

Lease Termination Information

- I have fulfilled the term of my lease
- I have not fulfilled the term of my lease and understand that I will be responsible for rent until the end of the lease or the unit is re-rented, which ever is shorter. I also agree to pay for advertising costs and a release fee of 1/2 of one months rent.

Tenant Vacating Procedures

- I have received the Tenant Vacating Procedure packet

Tenant Date

Tenant Date

Tenant Date

Tenant Date