

## 30-DAY NOTICE OF INTENT TO VACATE

DATE: \_\_\_\_\_

To: Backus Property Management

You are hereby notified that the undersigned tenant(s) intends to terminate rental of the premises listed below:

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

**Current Phone HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_

\_\_\_\_\_ The lease agreement has expired and we are now on a month to month agreement. We are responsible for rent 30 days from the date notice is received at Backus Property Management.

\_\_\_\_\_ The lease has not yet expired. We understand that we are responsible for the rent until rent obligation is assumed by new tenants acceptable to the owner. We are also responsible for the management fee for the balance of the lease term, the advertising costs and utilities and yard care until re-rented.

Are you currently having you rent automatically deducted from your checking account? \_\_\_\_\_

Expiration date of rental lease agreement \_\_\_\_\_

Date to vacate property by \_\_\_\_\_

Forwarding address \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

It is agreed and understood that tenant hereby agrees and allows landlord to show premises to prospective tenants or purchasers. It is also agreed that entry to premises may be made with next day notice and with or without tenant present.

It is agreed and understood that if this notice is given and then withdrawn, charges or penalties may be imposed, including a \$100.00 cancellation fee.

**Tenant is to put in writing any known repairs that need to be made to the property before it is re-rented and leave the list for the move out inspector.**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant