

Notice To Vacate

Thank you for choosing Gaslight Property as your home! Please complete this form to ensure we have all necessary information regarding your move-out.

Primary Leaseholder: _____

Current Address: _____

Forwarding Address: _____ City: _____ State: _____ Zipcode: _____

Please list all current leaseholders, if applicable:

_____	_____
_____	_____
_____	_____

Reason for Leaving (Check all that apply): Finishing School Leaving the Area Less Expensive Living Bigger Apartment
 Newer Apartment Purchased Home Not Satisfied with Management Additional Roommate Losing Roommate Other

Initial Below:

_____ I /we understand that our lease agreement expires on ___/___/___ and will be vacating the apartment no later than ___/___/___.

_____ I/we understand that upon receipt of my 60-day written notice-to-vacate, Gaslight Property will be touring my home with prospective residents and will notify me within 24 hours of the tour.

_____ I/we understand that I have the choice to be notified within 24 hours of a tour by way of paper notification or email notification by initialing my preference below:

Choose one:

_____ I/we agree to receive notification of tours by **Email Notification**. I request that email notifications to be sent to the primary leaseholder _____ @ _____ .com

_____ I/we agree to receive notification from Gaslight Property to be delivered by way of **Paper Notification**.

_____ I/we understand that **all** leaseholders must sign this Notice-to-Move form 60 days prior to the date of move-out to be accepted by Gaslight Property and eligible for a deposit refund.

_____ I/we understand that Gaslight Property is not required to prorate my last month of rent.

_____ I/we understand that my/our deposit may be refunded less any damage or cleaning charges to only the primary leaseholder, per the original lease agreement.

By signing below, I/we agree to these terms and conditions.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Landlord: _____ Date: _____

For Office Use Only		
	Initial	Date
Confirm Forwarding Address		
Confirm Lease End Date with Move-Out Date		
Put Tenant on Notice in Yardi		
Put in PM Notice to Vacate Bin		