



30 DAY NOTICE/
MOVE-OUT
NOTIFICATION

Your lease requires you provide written notification of your intent to move out at least 30 days prior to the end of your lease term. This written notification must specify a departure date. You may either print this page and fax back to (972) 780-5390, or mail / hand deliver to our office. Please fill out ALL of the information on this form in order to protect your interests and insure you have provided proper notification. We must receive a copy of this form with your signature.

Your security deposit disbursement will be mailed to you via regular mail within 30 days after all keys and access devices have been returned to CENTURY 21 Judge Fite Mgmt. (Please allow 5-7 business days for mail delivery.) **If we do not have your forwarding address in writing your security deposit will not be sent.** All funds will be in the form of a single check made out to all occupants included on the lease.

Information on the property you are currently leasing:

Street Address: _____

City, State & Zip Code: _____

Current Phone Number(s): _____

Scheduled Date of Move-Out: _____

It is important that we have a new phone number in case we need to reach you during the month after you surrender the property. We may have questions that need to be answered in order to settle your security deposit disbursement. All parties included on the lease must sign this document.

	<u>Print Name</u>	<u>Sign Name</u>	<u>Date</u>
Resident # 1:	_____	_____	_____
Resident # 2:	_____	_____	_____
Resident # 3:	_____	_____	_____
Resident # 4:	_____	_____	_____