

# CENTURY 21<sup>®</sup>

Judge Fite Property Management

## NOTICE TO VACATE

Your lease requires you to provide written notification of your intent to move out. Please refer to your most recent Residential Lease/Extension of Residential Lease for the required guidelines. Please note that your written notification must specify your exact departure date. You may either print this page and fax it to (972) 780-5390 or e-mail it to Rentals@judgefite.com. Please complete ALL requested information on this form to protect your interests and ensure you have provided proper notification to us.

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 Property Management (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 mailed. All funds will be in the form of a single check made out to all tenants included on your Residential 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 recent phone number(s) in case we need to reach you after you vacate the property. We may have questions that need to be answered in order to settle your security deposit disbursement. All parties listed as a tenant on your lease must sign this document.

PRINT NAME

SIGNATURE

DATE

TENANT #1: \_\_\_\_\_

TENANT #2: \_\_\_\_\_

TENANT #3: \_\_\_\_\_

TENANT #4: \_\_\_\_\_