

VISTA Property Management

1002-39th Ave SW, Suite #302
Puyallup, WA 98373

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NOTICE OF INTENT TO VACATE

Date of Notice: _____

Name of Resident(s): _____

Address: _____

Telephone: _____

I, the undersigned, hereby serve notice that I intend to vacate the above mentioned rental home on the ____ day of _____ 20____.

In order to avoid any confusion, scheduling problems or additional rent charges, please schedule in advance, a mutually convenient move-out inspection date and time.

You will need to have all keys ready to turn in at that time. (Including: house keys, mail box keys, storage room keys, garage remotes, etc... if applicable.) If any of these items are not returned, appropriate charges will be deducted from your Security Deposit.

Please note that you may not apply your Security Deposit as "last month's rent." Rent is payable as agreed in your lease until the proper termination of your tenancy.

Please leave your unit as clean as possible to avoid any cleaning charges. We will send you the Cleaning Specifications checklist with our confirmation letter that your notice was received by our office.

***If you are vacating your unit earlier than the lease termination date please carefully look over your lease agreement to see what penalties can and will occur.**

I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement. I may not rescind this notice nor may I change the date of vacating except by written consent of the property manager.

Forwarding Address: _____

Reason for vacating: _____

Resident's Signature: _____

Received By: _____ Date received: _____