

LEASING TEXAS NOTICE TO VACATE

Thank you for leasing with us at Leasing Texas. We are sorry to hear you are moving, but hope you had an enjoyable experience during your residency.

Your lease requires you provide a written notification of your intent to vacate (45) forty-five days prior to your lease end date. Please complete the below information on this form in order to protect your interests and ensure you have provided proper notification.

The Notice to Vacate Form must signed by all parties on the lease. You may send to us via email at mgmt@leasingtexas.com , fax to **817-796-2958** or drop at our Grapevine office. If you have questions on completing this form please contact your property manger. Once you submit your **Notice to Vacate Form**, please be sure to confirm with your property manager that it has been received. Once the Notice to Vacate form has been processed, a Realtor with Leasing Texas will contact you to schedule a time to visit the home, take marketing photos and explain the marketing process. Please make sure the home is in presentable condition.

Residents who fulfilled the contract terms of their lease and followed the instructions on leaving the property have the best opportunity for a full refund of the security deposit.

Information on the lease property you are vacating:

STREET ADDRESS:

CITY, STATE & ZIP CODE:

CURRENT PHONE NUMBER & EMAIL ADDRESS:

LEASE END DATE:

SCHEDULED SURRENDER DATE:

It is important we have the most current phone number and email address for you in case we need to reach you during the next few months as you prepare to move out. You will have surrendered the property when you have removed your personal good and returned all access devices to Leasing Texas. Please call or email our office if circumstances allow you an early departure date. There may be penalties if you abandon the property early without notifying Leasing Texas.

This form must be signed by all residents included on the lease. Please sign AND print in the space provided below. Remember we must receive this signed document in our office 45 days prior to the end of your lease term regardless of the date you sign this form otherwise you may be liable for an additional month's rent.

RESIDENT 1

RESIDENT 2

RESIDENT 3

RESIDENT 4

FORWARDING ADDRESS INFORMATION-SIGNATURE REQUIRED

Address:

City, State & Zip

Signature

Date