



**NOTIFICATION OF INTENT TO VACATE**

Apartment #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Resident(s) Name: \_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

Date to Vacate: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

Resident Signature(s): \_\_\_\_\_  
\_\_\_\_\_

=====  
It is the resident’s obligation to leave their apartment clean and in good condition at the time of vacating, as stated in your lease agreement. Resident is also responsible for the removal of all personal property from the premises on or before the date indicated above. Resident understands that any refund of deposits due will be mailed to their forwarding address as indicated above, as prescribed by law.  
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**EXIT INTERVIEW**

We have enjoyed your residency and appreciate any comments you may have so that we can provide only the highest quality service available.

1. Reason for vacating: \_\_\_\_\_
2. How would you rate your apartment? Excellent Above Average Average Below Average
3. What could we have done to improve your apartment? \_\_\_\_\_  
\_\_\_\_\_
4. What did you like most about our community? \_\_\_\_\_  
\_\_\_\_\_
5. What did you like least about our community? \_\_\_\_\_  
\_\_\_\_\_
6. Comments: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

\_\_\_\_\_

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