



NOTICE OF INTENTION TO VACATE

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

I / We \_\_\_\_\_ hereby give notice of my / our intention to vacate Apartment # \_\_\_\_\_ of \_\_\_\_\_ Apartments, Colorado Springs, CO on: \_\_\_\_\_.  
The primary reason for my / our move is: \_\_\_\_\_

I / We understand and agree that the following terms and conditions, as specified in our Rental Agreement, must be met in order to receive a refund of my / our security deposit.

- \_\_\_\_\_ 1. The apartment will be left in the same condition and as clean as when rented, normal wear and tear expected. Any additional cleaning or minor maintenance (damages) required will be charged against my / our security deposit at the rates per the Move-Out Expense Sheet.
- \_\_\_\_\_ 2. All keys given to resident at move-in will be returned or the cost of replacement will be deducted from my / our security deposit.
- \_\_\_\_\_ 3. The FULL TERM of the Rental Agreement shall have had expired, or I / We understand that we may be held responsible for the remaining balance of rent for the term length. I / We understand the security deposit is automatically surrendered if the term length of the rental agreement has not been fulfilled as well as the 30 day written notice of intent to vacate given to Management office.
- \_\_\_\_\_ 4. This notice is given to the office THIRTY (30) days prior to my / our date of vacating the said apartment, whether under termination of the Rental Agreement or by way of terminating a month-to-month tenancy.
- \_\_\_\_\_ 5. I / We also understand there will be a daily proration of rent and the rent will be due for a 30 day period following the date that written notice is given to Management.
- \_\_\_\_\_ 6. I / We also understand that in accordance with Section 38-12-103 of the Colorado State Landlord Tenant Law and Paragraph 6 of the Rental Agreement, notification of charges, and / or refund of my / our Security Deposit must be within 60 day period at forwarding address given – or last known address if no forwarding address is provided to Management at the time of vacating unit.

Forwarding Address:

\_\_\_\_\_  
Resident Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Resident Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager Date

\_\_\_\_\_  
\_\_\_\_\_