

Intent to Vacate Notice

Date _____

To: Lofty Property Management

RE Property Address _____ City _____ State _____ Zip Code _____

We hereby notify you that the above mentioned property will be vacated effective _____

Our intent to vacate is effective from the date this notice is received in your office.

Name(s) _____

New address _____

City _____ State _____ Zip Code _____ Phone Number _____

Move Out Date (Keys Return Date) _____

Expiration Lease Date _____

Reason For Moving _____

Showing Instructions: Please Check One.

_____ Call first, if no answer leave a message and use the key in your office. (All showings are made with a representative from Lofty PM.) Or;

_____ I would like to be present for all appointments. (Appointments are conducted Monday through Saturday between 9:00 and 4:30)

Phone number for showing appointments _____

Lessee _____ Lessee _____

Date Received by Lofty PM _____ Time _____

Received by _____ Lofty PM Representative.