**NOTICE OF INTENT TO VACATE**

[Date]

AJD Property Management

801 Pride Ave

Warrensburg, MO 64093

Subject: Notice of Intent to Vacate

Dear AJD Property Management:

I am providing you a written notice of my intent to vacate my rental premises and terminate my lease.

I, [Your Name], hereby give notice of my intent to vacate the [address] residence and terminate my tenancy on . I am providing you this notice of intent to vacate on [date] by [how notice is being delivered. i.e. hand, e-mail] to AJD Property Management office. I will deliver possession of the rental unit to the Landlord by returning the keys of the residence to the Landlord on the date specified above.

I acknowledge responsibility to pay rent through [date].

Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please make deposit refunds payable to: [Your Name]

Please mail deposit refunds [security, pet, garage remote & other deposits, if applicable] and carpet, tile & grout cleaning receipts to the following address: [Forwarding Address]

If there are any questions or concerns please contact me at [Telephone Number].

Sincerely,