



**INTENT TO VACATE NOTICE**

To the Management of Forest Park Apartments:

This letter is to notify you that I \_\_\_\_\_, will be vacating Apartment # \_\_\_\_\_

On or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, realizing that the keys need to be returned to the **office** no later than **noon.** \_\_\_\_\_ (initial here)

I understand that I am responsible for rent through \_\_\_\_\_, 20\_\_\_\_.

I also understand that I will be refunded my security deposit within **30 days** from move-out, less the cost of any damages, replacements, and/or cleaning costs of apartment as well as carpeting, or any other items as provided for in the lease agreement.

Please contact the Forest Park Apartments leasing office at least 24 hours in advance to schedule an inspection time. Inspections are scheduled Monday to Friday from 9:30AM to 4:30PM.

All keys and pool tags must be returned at time of move-out, or a \$75.00 charge for a door lock change, \$25.00 charge for a mailbox lock change, and a \$5.00 fee per pool tag will be assessed.

I am vacating for the following reasons: \_\_\_\_\_

**Phone #s** Home #: \_\_\_\_\_ Work# \_\_\_\_\_

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

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

Forest Park Apartments:

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

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

<b><u>Office Use Only</u></b>	
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