



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: _____

<u>Office Use Only</u>	
_____	Pin Board
_____	White Board
_____	Entrata