

Notice of Intent to Vacate Apartment

In this document, the terms "you" and "your" refer to **all residents** living in the apartment and/or listed on the contract. The terms "we," "us" and "our" refer to SMU.

Apartment Address: _____ Unit Number: _____

Name(s) of all resident(s) on the Contract: _____

Date you will move out and surrender premises: _____

(You are liable for rent through the end of your contract term (May 31))

1. This document is used only if all residents are vacating the apartment. Please do not complete this form if any roommate is renewing the contract.
2. Changes in Move-Out Date: You must obtain written approval from RLSH to change or retract the move-out date. You may not hold over beyond the above move-out date.
3. Returning Keys: You must return the keys by midnight on move out date to the Maintenance Office. After business hours you can leave your keys in an envelope in the 24 hour drop box located on the porch.
4. All residents and occupants lose their right of possession on the move out date. Any resident who wishes to remain lawfully in the dwelling unit must sign a new Contract.
5. Early Move-Out and other Lease Contract Violations: Our receipt of this notice does not constitute approval of an early move out and does not constitute a release of any resident's liability for money due under the Contract. We reserve all contractual and statutory remedies for unauthorized early move-out, including accelerated rent for the remainder of the lease term, re-letting charges, late payment charges, returned-check charges, damages, attorney's fees, contractual lien, utility cutoff, and liability for increased holdover rents and contract extensions.
6. Holdover: If you stay beyond the move-out date, you will be subject to increased rent for the holdover period and liable for substantial special damages, including 85% of one months rent.
7. Cleaning: You must leave the apartment unit in a clean condition. Please follow the Move-Out/Cleaning Instructions you received when you signed your Contract. Failure to leave apartment in clean condition may result in deductions from security deposit.
8. Forwarding Addresses: Please provide your forwarding addresses below. This is where we will mail the security deposit refund. We can only send checks to a domestic (US) address.
9. Confirmation Receipt: You will receive notification by e-mail that we have received this document within 2 business days. If you do not receive confirmation, please contact our office immediately.

Your Signature or Signatures
(All contract signers must sign Intent to Vacate Form)

Forwarding addresses (US address only)

You may be contacted now at:

Reason for Moving: _____

Cell phone: (_____) _____

Work phone: (_____) _____

Date you delivered this notice: _____

Office Use Only:

Date Notice was received: _____

Move-Out Date was: Approved Not Approved

Received: _____ Tracking Sheet: _____ RR _____

Make Ready: _____