



NOTICE OF INTENT TO VACATE

Date of Notice: _____ (Reminder: A 30 day written notice is required.)

Tenant Name (please print): _____

Tenant Name (please print): _____

Property Address: _____

I/We the TENANT(S) of the above address, hereby give The Shandon Group, INC this notice that I/We intend to vacate the home/apartment on the ____ day of _____, _____.

I/We **HAVE** completed the term of My/Our lease agreement. Yes _____ No _____

I/We **HAVE NOT** completed the term of My/Our lease agreement. Yes _____ No _____

***NOTE: If you are breaking your Lease Agreement, you are responsible for rent until your lease term is completed or until it is re-rented as per your Lease Agreement. ***

I/We are vacating because

My/Our forwarding address is: _____
(Street Address)

(City) (State, Zip) (Phone Number)

Date: _____
Tenant Signature

Date: _____
Tenant Signature

OFFICE USE ONLY:
Received: _____
Tenant(s) gave _____ day notice to vacate.
Management Signature: _____