

Notice to Vacate

Date _____

I hereby give my 30 day written notice to vacate the following listed property as required by my lease.

Name _____

Property Address _____

Lease Expiration Date _____

Proposed Move-Out Date _____

Contact Phone Number/Email Address

Once we receive your notice to vacate form, we will confirm that it has been received by providing you with move-out instructions. We will also include the rent amount due through your move-out date. If you do not receive this information, please call our office at 704-333-5300.

We will be placing the property on the rental market within a few business days of receiving this notice. We will be installing a supra lock on the property at this time. This lock box is used by Realtors ONLY. Please indicate any special showing instructions below regarding pets, alarms, time conflicts, etc. Centralized Showing Service, a 3rd party appointment center, will contact you to schedule any realtor showings. For non-realtor related showings, a MECA representative will call you with the prospect's contact information and you can make a mutually agreeable appointment. We will attempt to give you as much notice as possible.

We appreciate your cooperation!

Special Showing Instructions:

Tenant Signature _____

Date _____