



# 30-DAY NOTICE INTENT TO VACATE POLICY

## 30-DAY NOTICE INTENT TO VACATE PREMISES

TENANT NAME: \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME POSTED & MAILED : \_\_\_\_\_

OR TIME PERSONALLY SERVED TO LANDLORD: \_\_\_\_\_

OR TIME MAILED: \_\_\_\_\_

In accordance with our Rental Agreement, please accept this as the required 30-day notice of our intent to move from the rental property and terminate our Rental Agreement. We will hand in our keys and deliver possession of the rental property on \_\_\_\_\_, 201\_\_\_\_.

*If tenant remains in possession without the owner/agent's consent after expiration of the term of the rental agreement or its termination, the owner/agent may bring an action for possession and if the tenant's holdover is willful and not in good faith, the owner/agent may also recover not more than two month's periodic rent or twice the actual damages sustained, whichever is greater.*

It is agreed and understood that premises may be shown at reasonable times prior to the expiration of this notice, after owner/agent issues appropriate notice to enter. Owner/Agent will give 24 hour notice prior to showing. It is also agreed that Owner/Agent may have access to the exterior of the property to place a For Rent sign in a reasonable place.

Your 30 day notice takes effect the day WE RECEIVE IT.

Tenant(s) hereby certifies that payment for all utilities is current.

Tenant(s) understands that the security deposit may not be used as last month's rent. Rent must be paid through the date indicated above.

Forwarding Address: \_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Tenant Signature Date Tenant Signature Date

\_\_\_\_\_  
Tenant Signature Date Tenant Signature Date



# 30-DAY NOTICE INTENT TO VACATE POLICY

## AMENDMENT TO RENTAL AGREEMENT SECURITY DEPOSIT FORFEIT AND 30 DAYS NOTICE

**WHEREAS:** CPM Real Estate Services, Inc as Agent for Landlord (“Landlord”) and \_\_\_\_\_, (“Tenants”) did enter into a Rental Agreement (the “Agreement”) commencing \_\_\_\_\_ and continuing on a month to month basis and both parties have dutifully executed their respective obligations under said Agreement, and Landlord and Tenant desire to Amend the terms of the Agreement at the Tenants request.

**THEREFORE:** Tenants hereby request that \_\_\_\_\_ be removed from the above rental agreement and all claims, demands, actions, as well as any right to the refund of any monies held as deposit in security.

All terms and conditions shall remain as agreed upon in the Agreement.

**IN WITNESS WHEREOF:** the parties have executed this Amendment to the Rental Agreement on the day and year last herein below written.

**TENANT(S) TO BE REMOVED FROM OBLIGATION:**

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

**TENANT(S) REMAINING ON RENTAL AGREEMENT:**

I/We understand the aforementioned tenant is moving and has forfeited their portion of the security deposit to the remaining tenants. I also understand that I will be responsible for damages, unpaid rent, and all other items regarding the rental agreement and the security deposit.

**All remaining tenants must sign.**

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date