

Keystone Property Management

308 SE Greenville Blvd. Suite B-2
Greenville, NC 27858
Ph: 252-355-8884 | Fax: 252-353-4314

Notice to Vacate

In accordance with the provisions of our lease, we are required to give a thirty (30) day written notice before moving. Please note that I intend to move on:

_____.

I understand that I must be out of the apartment/ leased property on or before the date promised since another individual may be scheduled to move in. By submitting a "Notice to Vacate," appointments may be scheduled to show your home in order to re-rent your unit. If you refuse to allow Keystone Property Management to show your unit, then your security deposit may be forfeited. All keys to the unit must be returned to Keystone Property Management's office or you will be charged for all re-keys and locks and/or additional rent.

A separate "Notice to Vacate" form must be submitted for each of the residents on the lease (unless married).

Tenant's Name (please print): _____

Current Address: _____

Phone Numbers: (Work) _____

(Home) _____

(Cell) _____

Reason for Moving: _____

Forwarding Address: _____

Signature: _____ Date: _____