



26650 The Old Rd Suite 300 Valencia, CA 91381
818-471-4272 Office 661-310-0077 Fax

NOTICE OF INTENTION TO VACATE

To: Valleywide Leasing,

Date: _____

Property

Please be advised that as per our lease agreement, I/We are submitting our _____ days notice to vacate the property effective _____. It is understood that rent is owed through the end of the notice period and shall be paid on the due date as set forth in the lease agreement.

The security deposit shall be refunded within the time allowed by California law, currently 21 days after the property is vacated and all keys are returned to Valleywide Leasing. Any damages or charges owed shall be deducted from the security deposit. As stated in the lease agreement, any refund checks will be made payable to all parties on the lease agreement unless modified in writing by all lessees.

Reasons for Leaving: _____

Forwarding Address: _____

In accordance with the lease agreement, I/We agree to allow Valleywide Leasing to show the property to prospective residents during the notice period. Please contact _____ at _____ to schedule said showings.

Resident's Signature

Resident's Signature

Resident's Signature

Resident's Signature

Date Received by Manager: _____

Manager's Signature: _____