



NOTICE TO VACATE / MOVE OUT NOTICE

Your lease requires that you provide written notification of your intent to move out at least 30 days prior to the end of your lease term. This written notification must specify a departure date. Please print and complete **ALL** of the information on this form in order to protect your interests and ensure you have provided proper notification. You may return this form either by faxing to (843) 903-7407, or mail / hand deliver to our office. **IMPORTANT:** This form must have signatures of all residents listed on the lease.

Your Tenant Termination Report will be mailed to you via certified mail within 30 days after all keys and access devices have been returned to Chicora Long Term Rentals. (Please allow 5-7 business days for certified mail delivery.) **If we do not have your forwarding address in writing your Tenant Termination Report cannot be sent.** All applicable funds will be in the form of a single check made out to the occupant listed on the Security Deposit Addendum.

Information on the property you are currently leasing:

Street Address: _____

City, State & Zip Code: _____

Scheduled Date of Move-Out: _____

It is important that we have a new phone number in case we need to reach you during the month after you surrender the property. We may have questions that need to be answered in order to settle your security deposit disbursement. All parties included on the lease must sign this document.

Print Name

Signature

Date

Resident # 1: _____

Resident # 2: _____

Resident # 3: _____

Resident # 4: _____

Resident # 5: _____

Resident # 6: _____

Forwarding Contact Information

Street Address: _____

City, State & Zip Code: _____

Contact Phone Number: _____