

30-Day Notice of Intent to Vacate

Date: _____

To: New Valley Real Estate Management

I /We, _____ currently residing at:

Tenant Name(s)

Address of Rental Property

DO HEREBY SUBMIT THIS 30-DAY NOTICE OF INTENT TO VACATE. MY/OUR LAST DAY OF OCCUPANCY SHALL BE: _____

- *I/We understand that I/We are responsible to pay the last month's rent in full.* _____ (Resident Initials)
- *I/We understand that the Security Deposit may NOT be used to pay rent.* _____ (Resident Initials)
- *I/We understand that if rent has not been received by the 2nd day of the month, a Five (5) Day Notice for Non-Payment of Rent will be issued. All fees for this notice will be at my/our expense.* _____ (Resident Initials)
- *I/We understand that all **utilities must remain on** until the last day of my/our 30-Day Notice or expiration of the lease (whichever is longer).* _____ (Resident Initials)

MY/OUR REASON FOR LEAVING IS:

MY/OUR FORWARDING ADDRESS WILL BE: *

Ph#1: _____ Ph#2: _____

Tenant Signature(s) _____ **Date:** _____

Office use only:

New Valley Move-Out Cleaning Sheet was:

hand-delivered mailed Emailed to Tenants on: _____ by: _____

Remotes given at move-in: _____ Keys given at move-in: _____

Remotes received at move-out: _____ Keys received at move-out: _____