



**TENANT NOTICE TO VACATE PREMISES**

Tenant(s) Name(s) \_\_\_\_\_

Property Address \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Vacating Date \_\_\_\_\_

Reason for Vacating \_\_\_\_\_

Forwarding Address \_\_\_\_\_

I (we) will be vacating the above referenced property on or before the listed date. I (we) understand an agent from Call Realty will contact me(us) with information to prepare for the check out process. I (we) also understand that I (we) will be contacted by an agent from Call Realty should a prospective tenant request a showing of the unit per my signed lease agreement.

Tenant(s) initials \_\_\_\_\_

I (we) declare the following person as the designated party to receive any deposit refund. If a roommate situation, the designated party will disburse funds to remaining roommates. If a designated party is not listed Call Realty will send one check to the primary tenant per the signed lease.

Designated Party for DSC refund \_\_\_\_\_

Tenant(s) initials \_\_\_\_\_

**REMINDER!!!** Tenant is responsible for all rent and utilities and care of the unit until the natural expiration date of the current lease term or until a new tenant is secured for the unit. If you are breaking your lease, you will also be responsible for the lease breaking fee.

I (we) understand that Call Realty has 30 days (59.18.030 amended July 2023) or as allowed by law from return of keys to the office to either send a DSC deposit refund or an itemization as to why the DSC deposit is not being refunded.

Tenant(s) initials \_\_\_\_\_

\_\_\_\_\_  
Tenant(s) Signatures

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant(s) Signatures

\_\_\_\_\_  
Date