

Tenant Lease Termination Form

**** Please note if vacating your apartment at the end of your lease or if you are on a month to month lease, we do still require a 30 day written notice (this form) and must be turned in by the 1st of the month you want the 30 days to start on. If you are terminating your lease early (before 1 yr is up) then we require written notice 60 days in advance and must be turned in by the 1st of the month you want the 60 days to start on, you would then pay rent for the 60 days plus a termination fee equal to one months rent (termination fee is due with your last months rent). Deposits can not be put toward the termination fee. Deposits can take up to 30 days to be refunded after move out. **If you do not provide all the requested info below and if all tenants on the lease do not sign the notice is not valid.****

Thank you

Tenants Names: _____

Will all tenants in apartment be vacating: (circle One) Yes / NO If no please indicate who is staying:

Tenant Current Address: _____

Apartment #: _____

Which Complex: (Please Circle one) Linden West / Linden East / Washington Park

Phone #: _____

Date you would like notice to be effective: _____

Date you will be vacating the apartment: _____

Who is Deposit refund to be sent to and their new address (forwarding address is required use additional space on back of form if not all the same address):

Name: _____

Street: _____

City _____ State _____ Zip _____

Also please note that if not all tenants are vacating the Unit the deposit for the apartment stays with the apartment until final tenant vacates and would then be refunded to that tenant. All disputes between room mates when 1 is leaving or 1 is staying is to be handled by the room mates. Management will not be involved. Thank you.

Tenant 1 Signature: _____ Date: _____

Tenant 2 Signature: _____ Date: _____

Tenant 3 Signature: _____ Date: _____

Tenant 4 Signature: _____ Date: _____