



Intent to Vacate

DATE: _____

TO: Connect Real Estate Group – 151 St. Andrews Ct., Suite 400, Mankato MN 56001

FROM:

Name(s): _____

Address: _____

Phone: _____

Email: _____

I/We hereby give notice of my/our intent to vacate Apartment/Townhome # _____ in _____ days from the date of this letter. That will set my final move out date of _____. **YOU MUST VACATE YOUR UNIT & BE READY TO COMPLETE A WALK THROUGH WITH STAFF PRIOR TO NOON ON YOUR LEASE END DATE.**

The new address that I/we will be moving to is below. Please LIST ALL ADDRESSES! **Utilize backside of this sheet if needed.** **Failure to provide ALL forwarding address may result in a delay and/or failure for residents to return deposit funds.

I understand that a forwarding address is required to receive my deposit which will be mailed back to me.

As per the Connect Real Estate Group Policy, this notice fulfills the **MANDATORY 60 DAY NOTICE REQUIREMENT. If the move out date is less than 60 days from notice, I understand that there may be a financial penalty withheld from my security deposit (up to one full month rent).** I will allow showings of my unit during business hours with 24 hour advance notice, if needed. In addition, I would like to schedule a move-out walk through inspection of the apartment on _____ **(PLEASE LIST DATE & TIME!!!!)**

PLEASE NOTIFY THE OFFICE IF YOU NEED TO CHANGE THIS DATE & TIME ASAP!

The unit will be EMPTY AND FULLY cleaned in accordance with move out instructions prior to my inspection.

Print: _____ Signature: _____ Date: _____

Print: _____ Signature: _____ Date: _____

Print: _____ Signature: _____ Date: _____

Print: _____ Signature: _____ Date: _____

Received by Management: _____ Date _____

