



48 County Road 250, Suite 4, Durango, CO 81301

Office: 970-382-0134 | Fax: 970-382-3897

www.colifestylepm.com

Notice of Intent to Vacate

Today's Date:

Property:

All Residents:

I, the undersigned, hereby serve notice that I intend to vacate the above-mentioned property on

1. I am responsible for any and all costs incurred by any other party due to my failure to vacate the premises on or before the date indicated above.
2. I may not rescind this notice, nor may I change the date of vacating except by written consent of the property owner/agent.
3. I am responsible for all incurred utility bills through the date of actual vacating or lease expiration date; whichever is later, if applicable.
4. I am responsible for the full last month's rent. My Security Deposit may NOT be applied toward payment of any rent due.
5. My failure to return all key's (apartment, mailbox, laundry room, storage, etc.) issued for my apartment will result in a \$25 to \$50 charge for each key. I also understand that the apartment will not be considered vacated, and I will be responsible for rent, until ALL KEYS ARE RETURNED.
6. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement.

Forwarding Address:

Reason for Vacating:

Signature:

Date Vacating:

Date Received:		Received By:	
----------------	--	--------------	--