

NOTICE OF INTENT TO VACATE FORM

Date: _____ Move out Date: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Name of Resident(s) on the Rental Agreement:

1. _____ 2. _____

3. _____ 4. _____

(List all names of the resident(s) vacating the property. Inform your Property Manager if any resident(s) intend to occupy the property.)

Phone Number(s)

Home: _____

Mobile: _____

Work: _____

Other: _____

Reason for Vacating: _____

Forwarding Address: _____

City: _____ State: _____ Zip Code: _____

The following applies and is acknowledged by signing this form:

1. That a Thirty Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies;
2. For a Resident on a fixed-term lease, a Thirty Day Notice of Intent to Vacate does not release Resident from any obligation of the lease, including payment to end of the lease term;
3. Except as provided by law, rent is due and payable up to and including the final date of possession, or thirty (30) days after service of this notice to Owner/Agent, whichever is later.
4. Residents cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.

X _____

Resident

X _____

Resident

X _____

Resident

X _____

Resident

SECURITY DEPOSIT DISBURSEMENT INSTRUCTIONS

Date: _____

AS AGREED BY ALL NAMED TENANTS/GUARANTORS IDENTIFIED IMMEDIATELY BELOW:_____

Tenants and guarantors mutually authorize PURE Property Management to issue any security deposit refund and/or accounting in the following manner (choose one)

_____ **Security deposit refund check and/or accounting statement shall be made payable and mailed exclusively to the following individual at the address identified below:**

_____ **Security deposit refund check and/or accounting statement shall be made jointly payable to all named individuals on most current contract or revision, and mailed solely to the address below:**

REQUIRED: Primary contact for issues associated with the remainder of the move-out process, deposit refund, or any other concerns associated with remainder of tenancy.

Name: _____ Mobile number: _____

- All tenants and guarantors on contract must sign this document and return it to PURE Property Management. **Failure to do so will result in the issue of one check made payable to all tenants/guarantors and mailed to the last known address.**
- Only one check will be issued. We will not create multiple checks or send accounting statements to multiple addresses.
- Tenants/guarantors are liable for rent until Tenants deliver keys to our office located at: 1101 College Avenue, Suite 140, Santa Rosa CA 95404. Tenant failure to deliver keys in a timely manner will result in additional liability for rent or other costs.

