

NOTICE OF INTENT TO VACATE

To: Mattox Realty, Inc., PO Box 4164, Tallahassee, FL 32315

Resident's Name: _____

Address: _____

Please accept this as my written Notice of Intent to Vacate the premises noted above on:

_____ (Date)
(This date does not have to be the date your Lease Expires; the sooner you vacate, the sooner you may receive your Statement of Deposit Account and/or refund)

I understand that you may inspect my apartment/room once I have vacated the premises on the date I have stated above, and I waive any claims for loss as a result of your disposal of my personal property left in or about the leased premises. I understand I cannot hold or store personal items anywhere within the building or on the property once I have vacated the premises on the date stated above.

Reason for moving: _____

Please send my Security Deposit and Other Refunds and Statement of Deposit Account to the following address:

(Must Include City/State/Zip Code to ensure correct delivery of your Statement of Deposit Account Refund)

I understand that to receive a full refund of my security deposit, I must remove all trash, debris, rubbish, etc.; pay all rent and other charges due; vacate the premises, turn in all keys on or before my lease expiration and not have damaged the premises beyond normal wear and tear. **I understand that all furniture and bulk items must be disposed of away from the property (off property grounds).** Since the City charges special pickup removal fees for such items, I understand I will be charged for such disposal of my personal property. Trash bags and loose smaller items are acceptable, but they must be placed inside the dumpster; not outside of it, beside it, or behind it, etc. If the dumpster is full, I understand that I will need to wait until the City has emptied it, or I may be fined for garbage and trash placed outside the dumpster.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

Time is of the Essence
By signing above you acknowledge that Management may have pre-leased your apartment and that another tenant may be schedule to move in. Furthermore, you agree that you will vacate the premises by no later than the date and time of your lease expiration or you will be charged double rent for days beyond your lease expiration date.

Mattox Realty, Inc
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