

HAWKINS REAL ESTATE
20 S BREIEL BLVD
MIDDLETOWN OHIO 45044
513-424-1212

NOTICE OF INTENT TO VACATE

Date of Notice : _____ Name of Resident: _____

Resident's Address: _____ Telephone: _____

I, the undersigned, hereby serve notice that I intend to vacate the above
apartment _____ House _____

on the _____ Day of _____ Year _____

If you have fulfilled all the terms of your lease, you may anticipate a deposit refund. However, in order to receive a complete refund, several check points for you to observe are listed below. Please remember that your liability is not limited by the amount of your security deposit.

*You will be responsible for any and all costs incurred by any other party
Due to failure to vacate premises on date indicated above.*

*This notice may not be rescinded nor may the date of vacating be changed
except by written consent of Hawkins Realtors.*

*You are responsible for all incurred utility bills up until date of vacating.
(Where Applicable)*

*You are responsible for full last month's rent. Security Deposit may NOT
be applied toward payment of any rent due.*

*Failure to return all keys issued for apartment or house will result in an
Automatic charge of \$20.00 for each key I also understand that the apartment
or house will not be considered vacated until the return of ALL the keys.*

*I understand that giving up this notice does not relieve me of any liability
That I may have under my present Rental Agreement.*

Comments: _____

I intend to move to: _____

(no. #)

(street)

(city)

(state)

(zip code)

Reason for vacating: _____

Date vacating: _____ Resident's Name: _____

(signature)

Received by: _____

Date: _____