

Kathy Richards Management, Inc.

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Equal Housing Opportunity

This institution is an equal opportunity provider and employer.



the
"CAREtakers"



NOTICE OF INTENTION TO VACATE

TENANT NAME: _____ TODAY'S DATE: _____

Apt. #: _____

Date to be vacated: _____

Name of Project: _____

This is to serve as a notice of our intention to vacate the above-indicated apartment.

_____ To move to Apt. # _____ Type _____ within the apartment complex.

_____ In accordance with the terms of the lease one calendar month notice is hereby given.

_____ Not in accordance with the terms of the lease for the following reasons:

Our final day of occupancy will be the _____ of _____ 20____. On that date, we request the apartment management to conduct a move-out inspection with us, of the apartment in accordance with your move-out inspection procedure.

During this period, the management is hereby authorized to show the apartment to prospective tenants as required.

The reason we are vacating the apartment is: _____

Signature of Resident

Date

708/6/01

TDD NUMBERS: Michigan 800-649-3777
Wisconsin 715-345-7614

Illinois 217-403-624

Ohio 1-800-855-1155
Indiana 317-290-3348