

# EXCEL REAL ESTATE MANAGEMENT, INC.

1502 E. Jackson Bloomington, IL 61701 ♦ (309) 829-5885  
www.ExcelREM.com

## NOTICE OF INTENT TO VACATE

Please be advised that this is my 60 day notice of my intent to vacate the below referenced property. I understand that I am responsible for rent and utilities through the end of the lease expiration date. It is my intention to terminate the tenancy of:

Street Address \_\_\_\_\_ Unit Number \_\_\_\_\_  
 City – State - Zip \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Lease Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Vacating \_\_\_\_/\_\_\_\_/\_\_\_\_

Lease still in Effect upon Vacating  Yes  No If yes, I received Notice of Intent to Vacate Early (tenant to initial) \_\_\_\_\_

RESIDENT(S) Print:	RESIDENT(S) Sign:	DATE:
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

**It is the Resident’s responsibility to retain a copy of this document for their records should any dispute arise. This notice does not supersede or modify the lease of Resident and must be received by the 1<sup>st</sup> of the month at least 60 days prior to vacating.**

**Security Deposit Forwarding Information:**

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ City – State - Zip \_\_\_\_\_

----- OFFICE USE ONLY -----

**REQUIRED ACTION PRIOR TO ACCEPTANCE**

- Verify Resident’s Lease Term  Provide **Notice of Intent to Vacate Early** (if applicable)
- Provide copy of Signed **Notice of Intent to Vacate** to Tenant

Office Staff hereby acknowledges the completion of items above on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_.

**REQUIRED ACTION WITHIN 24 HOURS**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter Vacate Date in Management Software</li> <li><input type="checkbox"/> Enter Address/Info on <b>Apartment Timeline</b></li> <li><input type="checkbox"/> Create Vacate Folder</li> <li><input type="checkbox"/> Create Vacate Work Orders</li> <li><input type="checkbox"/> Create <b>Maintenance Card</b></li> <li><input type="checkbox"/> Enter Address on <b>Daily Vacancy List</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Place Ad in Newspaper (if applicable)</li> <li><input type="checkbox"/> Place Ad on Website (if applicable)</li> <li><input type="checkbox"/> Place Ad on Rental Conduit (if applicable)</li> <li><input type="checkbox"/> Place Ad on Craig’s List (if applicable)</li> <li><input type="checkbox"/> Attach <b>Notice of Intent to Vacate</b> to Lease</li> <li><input type="checkbox"/> Obtain Manager’s Signature on <b>Notice of Intent to Vacate</b></li> </ul> |
|--|--|

Leasing Agent hereby acknowledges the completion of items above on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_.

Manger hereby acknowledges the verification of items above on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_.