

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 1st 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

- | | |
|---|---|
| <input type="checkbox"/> Verify Lease Expiration Date Above Matches Lease | <input type="checkbox"/> Provide Copy of Signed Notice of Intent to Vacate to Tenant |
| | <input type="checkbox"/> Provide Notice of Intent to Vacate Early (if applicable) |

Office Staff hereby acknowledges the completion of items above on ____/____/____ by _____.

REQUIRED ACTION WITHIN 24 HOURS

- | | |
|---|--|
| <input type="checkbox"/> Enter Vacate Date in Rent Manager | <input type="checkbox"/> Place Ad on Apartments.com (if applicable) |
| <input type="checkbox"/> Create Vacate Folder | <input type="checkbox"/> Place Ad on Craig's List (if applicable) |
| <input type="checkbox"/> Create Vacate Work Orders | <input type="checkbox"/> Place Ad on Zillow/Trulia/HotPads (if applicable) |
| <input type="checkbox"/> Create Vacancy Work Order Card | <input type="checkbox"/> Attach Notice of Intent to Vacate to Tenant Notes & User Defined Field |
| <input type="checkbox"/> Email Vendor of Upcoming Vacancy date | <input type="checkbox"/> Create Follow up Apt. to Set Up Move-Out Inspection Time & Provide Packet |
| <input type="checkbox"/> Enter Address on Daily Vacancy List | <input type="checkbox"/> Create Follow up Apt. to Make Sure Tenant Has Switched Utilities |
| <input type="checkbox"/> Place Ad on Website (if applicable) | <input type="checkbox"/> Obtain Manager's Signature of Notice of Intent to Vacate |
| | <input type="checkbox"/> Notify Office 4 |

Leasing Agent hereby acknowledges the completion of items above on ____/____/____ by _____.

Manager hereby acknowledges the verification of items above on ____/____/____ by _____.