

# 30-Day Notice to Vacate

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

I (we), \_\_\_\_\_, do hereby give notice to vacate the property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, whichever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.** If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a Morgan Property Management **representative** no later than \_\_\_\_\_ (date). If keys are not surrendered by this day, I (we) understand I (we) will be charged for rent for each day until keys are returned. Any changes to the move out date must be submitted in writing. During the period of this notice, I (we) am aware that Morgan Property Management will be showing the property to possible future tenants, providing reasonable notice is given as outlined in my lease.

## PLEASE MAIL DEPOSIT RETURN STATEMENT TO

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
New Phone Numbers

\_\_\_\_\_  
Resident's Signature

Morgan Property Management, Inc.

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