



3520 Galley Road
 Colorado Springs, CO 80909
 Property Management:
 719-574-5000
 Fax: 719-574-2361

As per the lease agreement, I/We, the undersigned give written Notice To Vacate the property at:

Address: _____

Home Phone Number: _____ Work Phone Number: _____

Reason for moving: _____

I will be moving out and turning keys in to your office on: _____

Forwarding Address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

I understand that according to my lease, I must provide a minimum of 30-Day Notice To Vacate; and that the Landlord shall have the right to show the premises to prospective tenants at reasonable times during the last thirty days of the term of the lease. To accommodate the showings, the best times for showings are:

_____.

Please call me at (#) _____ or (#) _____ to set up times for prospective tenants to see the property.

I understand that I must have the carpet professionally steam cleaned and I must provide a paid receipt when I turn in the property keys. The house must be in a clean and re-rentable condition. The rent and utilities will continue to be my expense until keys are turned in or repairs and cleaning are done so the property is re-rentable.

I also understand that the Landlord has 60 days in which to account for my security deposit and that I will not use the deposit toward rent during the last 30 days.

Should the status of my move change and I would like to extend, or withdraw my notice I must first check to see if the property has been re-rented, and if not I must rescind my vacate in **writing**. Such notice will not be considered extended or rescinded until a **Property Manager has signed and dated said notice.**

 Tenant Date

 Tenant Date

Office Use Only

Copy NTV and Cleaning Guide to tenant by (Initials): _____ Date: _____