



NOTICE OF INTENT TO VACATE PREMISES

Date: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Tenant Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

The resident(s) acknowledge the responsibility in submitting this Notice of Intent to Vacate Form no later than 30 days prior to the end of lease terms.

The resident(s) of the above premise, are responsible for rent and utilities through the expiration of their Lease Agreement. In the event this notice is received without a full 30 day notice prior to the end of the initial or successive lease terms, resident will be responsible at a minimum, but not limited to, rent and utilities through the 30 day notice.

The resident of the above premise will vacate the premise on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Reason for vacating premises:

\_\_\_\_\_  
\_\_\_\_\_

Forwarding Address (Required for security deposit refund if applicable):

\_\_\_\_\_  
\_\_\_\_\_

It is understood that conditions must be met in order for your file to be complete and to receive a security deposit refund (if applicable.) Please refer to your Lease Agreement, the Standard Move-out Charges and the Security Deposit Agreement you signed when you moved in for additional conditions. Conditions include, but are not limited to, items listed below:

Please sign below if you agree to the terms listed below.

1. I will be responsible for all rent, current and past due, utilities, late fees and any additional charges incurred are paid through the full 30 day notice.
2. The home is left in a rentable condition, free of any damage or unspecified needed repair.

**Pope Properties LLC**  
PO Box 99  
Greenwood, MO  
64034

Phone: 816-274-1726

**popepropertiesllc.com**



3. I agree that no personal belongings, trash, or discarded items are to be left at the premises. Any belongings which remain at the premises after the lease is ended, immediately becomes the sole property of Pope Properties, LLC.
4. If any items are left in excess at the residence, I will be responsible for additional charges and fees for the removal of said items.
5. I shall vacate the premises no later than the date listed above. Failure to do so will result in additional charges and fees which I will be responsible for.
6. I understand that all keys and garage door opener, if applicable, must be returned to Pope Properties, LLC no later than 3:00pm on the date listed above.

RESIDENT(S):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

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