



TERMINATION OF RENTAL AGREEMENT

I hereby tender notice, this _____ day of _____, 20____ of my intent to terminate my rental unit located at _____ and I will vacate the premises on (Circle One) 1st, 15th, 30th or 31st of _____, (no less than 30 days notice). I understand that I am responsible for the payment of rent for a period of 30 days from acceptable date of this notice.

I understand that inspection of my apartment will be conducted during working hours Monday-Friday (9:00 am – 3:30 pm) after the keys have been turned into the rental office, and the premises must be clean of trash and debris, and completely vacated before inspection.

My security deposit can be mailed to:

Home #: _____

Cell #: _____

Work #: _____

E-mail: _____

Signature: _____

Print Name: _____

****If there is a roommate situation, the remaining roommate must also notify the office of intent to vacate or remain in the apartment. Additional paperwork may be necessary.**

****Tenant is responsible for notifying Barcroft Management Company of any changes regarding termination of lease.**

For Office Use Only

Received By: _____

Account #: _____

In Date: _____

Date Received: _____

Key Hook #: _____