



730 North Jefferson Street
Jackson, MS 39202
(601) 948-3460 · fax (601) 948-3490

NOTICE OF INTENT TO VACATE

Date: _____

Print All Names on Lease: _____

Address: _____

Thank you for the time you have spent with Belhaven Residential. We are sad to see you make plans to move on, but we hope you've enjoyed your time with our company.

Per your lease agreement, you are required to submit at least a 30-day notice before vacating. Please be aware that if you fail to submit your intent in writing or if move out before the 30 days are over, you will still owe rent for the full 30 days. Any balance you fail to pay can be sent to a collection agency.

I/we intend to vacate the unit before midnight on _____.
(move-out date)

I have _____ or I have NOT _____ completed the terms of my lease agreement. If I have NOT completed the terms of the lease agreement, I realize I will owe a lease termination fee equal to one month's rent and that my security deposit is forfeited.

I/We are vacating because _____.

Forwarding Address: _____

Resident Signature: _____ Daytime Phone #: _____

Resident Signature: _____ Daytime Phone #: _____

BELOW FOR OFFICE USE ONLY

This notice was received on (date): _____

Management's Signature: _____