



NOTICE OF INTENTION TO VACATE

5237 SW 20TH TERRACE • TOPEKA, KS 66604 • HIGHBRIDGEMANAGEMENT.COM

Telephone 316 269 0909 • Facsimile 316 269 1021

Date: _____

To: _____

From: _____

Please be advised that on _____ I/we intent to vacate our residence at _____.

I/We understand that our rental agreement calls for 30 days' notice **prior to the first day** of the month before we move and that this is _____ days' notice. I/we understand that we are responsible for paying rent through the end of the notice term. I/We understand that should this notice be received on any other day than the first day of the month in which we intend to vacate, it is not in effect until the following first day of the month and I/we am/are responsible for two full month's rent. **(i.e. If notice is received on September 3rd the tenant will be responsible for September and October's rental amount in full)****

In the event I/we have not fulfilled our term agreement, I/we understand we are responsible for rent and all costs associated with the re-leasing until another tenant approved by management has moved in.

In accordance with our rental agreement, we agree to allow the management to show our dwelling to prospective tenants at any and all reasonable times. I/we may be reached by phone at _____ Or _____ to schedule showing times.

Tenant(s)

Tenant(s)

Forwarding Address

Forwarding Address