



CP Business Management
PO BOX 426
Fargo, ND 58106
701.237.3369

INTENT TO VACATE

Today's Date: ___/___/20___ Actual Lease End Date: ___/___/20___

Please note: A Proper Notice to Vacate REQUIRES notice to be given 2 full months (60 days) prior to the end of your Lease Agreement, by the 1st day of the month. If you are on a month-to-month lease, you still need to give a 60 day notice, by the 1st day of the month.

PROPERTY NAME: _____ ADDRESS: _____

APT # _____ GARAGE # _____ Garage Door Code _____ PARKING SPOT # _____ Storage Unit# _____

You are hereby advised that the undersigned will vacate the rental unit listed above, at or before NOON ON THE FINAL RENTAL DAY OF _____, 20___. (The date given is the date in which you wish to vacate your unit and have it re-rented.)

Table with 3 columns: TENANT NAME (FIRST AND LAST), PHONE NUMBER, FORWARDING ADDRESS. Includes multiple rows for tenant information.

Reason for Vacating

- Home Purchase, Money Issues, Job Transfer, Relocating, Gained/Lost Roommate, Larger Unit, End of School Year, Death/Illness, Rent Increase, Unit Transfer, Other: _____

Are you giving a proper or improper notice? See above "note" for explanation. Proper ___ or Improper ___

Tenant Signature: _____ Date: ___/___/___
Tenant Signature: _____ Date: ___/___/___
Tenant Signature: _____ Date: ___/___/___
Tenant Signature: _____ Date: ___/___/___

Office Use Only: Date Received: ___/___/___ Proper Improper
Property Manager Signature: _____ Date: _____
Rent: _____ Bed/Bath: _____ Yardi: _____ Vaca List: _____ Letter: _____