



Generations of Better Ideas in Real Estate

800 Hethwood Blvd.  
Blacksburg, Virginia 24060

**NOTICE OF VACATING**

PLEASE READ THE FOLLOWING:

**IF YOU VACATE YOUR APARTMENT PRIOR TO THE EXPIRATION DATE OF THE LEASE, YOU ARE STILL RESPONSIBLE FOR RENT DUE UNTIL THE APARTMENT IS RERENTED OR YOUR LEASE EXPIRES. ALL KEYS MUST BE TURNED IN TO THE OFFICE UPON VACATING THE PREMISES.**

I acknowledge receipt of the Standard Vacating Checklist.

Owner/Owner's Agent entering the apartment for painting and cleaning purposes does not terminate the lease or rent responsibility.

Utilities must remain in leaseholder's name until lease expiration date.

DATE \_\_\_\_\_

NAMES \_\_\_\_\_

APARTMENT NUMBER \_\_\_\_\_ SIZE \_\_\_\_\_ COMMUNITY \_\_\_\_\_

DATE LEASE EXPIRES \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DATE YOU WILL VACATE THE APARTMENT \_\_\_\_\_ (I UNDERSTAND THAT I MUST VACATE BY THIS DATE AND IF I VACATE EARLIER I MUST NOTIFY THE RENTAL INFORMATION CENTER).

REASON FOR LEAVING \_\_\_\_\_

**FORWARDING ADDRESS(ES) FOR RETURN OF SECURITY DEPOSIT (IF APPLICABLE):** (If more than one resident, please list name on each address)

Name: \_\_\_\_\_

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

email: \_\_\_\_\_

I understand that once notice to vacate is given, it cannot be retracted if the apartment has been re-rented.

LEASEHOLDER:

GUARANTORS:

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

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

HHHUNT APPROVAL (Agent for Owner)

Date Received