CUSTOMER INTEND TO VACATE & VACATE INFORMATION

30 Tennent Road
Morganville, NJ 07751
(P) 732-206-8994 (F) 732-696-8380

10 days prior to move out

I_____, tenant of unit_____ am planning on vacating by_____ (date).

I am vacating for the following reason_____.

On the day of departure from the unit I acknowledge that I am required to:

1) Clean & sweep out the unit (failure to clean the unit will result in a $50.00 service charge)
2) Contact Management to inspect the unit, and sign the Vacating Finalization section below.
3) Remove your lock from your unit & take it with you.

Customer Signature: _____ **Date:** _____

VACATE FINALIZATION- DAY OF MOVE OUT

I, _____ tenant of unit# _____, have vacated on _____ (date).

Customer Signature: _____ Manager Inspection Signature: _____