

NOTICE OF INTENT TO VACATE AS REQUIRED BY WASHINGTON STATE LAW

NOTICE TO: SHARP PROPERTY MANAGEMENT, INC.

PO Box 1814 - Longview WA 98632

360- 636-2323

www.sharppropertymanagement.net

This is to notify you that I/we _____ plan to vacate the premises located at:

ADDRESS _____, APT # _____

CITY _____ PHONE _____

On or before _____ (termination/move-out date)

REASON FOR MOVING: _____

I WOULD LIKE TO USE MY LAST MONTH RENT.

It is understood that in accordance with the Residential Landlord Tenant Act of 1973 and the terms of my/our rental agreement with you, that I/we are required to provide Sharp Property Management, Inc. with my/our Notice of Intent to Vacate the premises at least twenty (20) days prior to the end of the month (the rental period) in which I/we intend to vacate. If proper notice is not received, then it is understood that I/we will be charged rent until the premises are re-rented, but not to exceed one additional month's rent.

A Notice of Intent to Vacate shall be valid only if received twenty (20) days prior to the end of the rental period.

Should tenant holdover in the premises beyond the termination date, full rent for the following rental period will be due. The landlord may recover possession of the property, damages, unpaid rent and late charges, as well as court costs and reasonable attorney's fees. **IF KEYS ARE NOT TURNED IN BY THE LAST DAY OF THE MONTH, YOU WILL BE CHARGED DAILY PRORATED RENT UNTIL KEYS ARE RECEIVED BY THE OFFICE.**

Notice of Intent to Vacate may be canceled at any time within five (5) days prior to the above listed termination date.

If this form is mailed, the postmark will determine the effective date of notification.

SIGNED _____
Tenant Tenant

FORWARDING ADDRESS: _____

Office Use Only

Received on _____ By: _____ for SHARP PROPERTY MANAGEMENT, INC.

Proper Notice: YES/NO _____ Keys received on _____ By: _____

Owner Notified On Board Appfolio Bookkeeping Tenant Scan