

Roommate Notice of Intent to Vacate Form

This form serves as official written notice that one of the roommates intends to vacate the shared rental property. This form should be filled out, printed, signed, and delivered to both the landlord/property manager and the remaining roommates.

1. Property and Notice Details

Date of Notice:

Property Address:

Unit/Apartment Number:

Landlord / Property Manager Name:

2. Vacating Roommate Information

Full Name of Vacating Roommate:

Intended Move-Out Date:

Reason for Vacating (Optional):

3. Forwarding Address

Please provide the address where future correspondence and/or security deposit return should be sent.

Street Address:

City, State, Zip:

Phone Number:

Email Address:

4. Remaining Roommates

List the names of all other roommates who will continue to reside at the property:

Remaining Roommate 1:

Remaining Roommate 2:

Remaining Roommate 3:

5. Acknowledgments and Signatures

By signing below, the vacating roommate understands they may remain liable under the terms of the original lease agreement unless officially released by the landlord and remaining roommates in writing.

Vacating Roommate Signature: Date:

Remaining Roommate Signature: Date:

Remaining Roommate Signature: Date:

Landlord / Manager Signature: Date: