

Tenant Notice to Vacate Acknowledgement Form

This document serves as formal acknowledgement that the Landlord/Property Manager has received the Tenant's notice to vacate the rental property. This form outlines the details of the move-out process and the expectations for the return of the property.

1. Property and Tenant Information

Tenant Name(s):

Rental Property Address:

Unit/Apartment Number:

2. Notice Details

Date Notice Was Received by Landlord:

Tenant's Intended Move-Out Date:

Lease Agreement End Date:

3. Forwarding Address (For Security Deposit Return)

Street Address:

City, State, Zip Code:

Phone Number:

Email Address:

4. Move-Out Requirements and Instructions

- **Keys:** All keys, fobs, and garage door openers must be returned to the landlord by the move-out date.
- **Cleaning:** The premises must be thoroughly cleaned, with all personal trash and belongings removed.
- **Inspection:** A move-out inspection will be scheduled to assess the condition of the unit.
- **Utilities:** Tenants must maintain utility services until the official lease end date or final inspection date.

5. Signatures and Acknowledgement

By signing below, the Landlord acknowledges receipt of the Tenant's Notice to Vacate, and both parties acknowledge the move-out requirements detailed above.

Landlord/Property Manager Representative Name:

Landlord Signature:

Date Signed:

MM/DD/YYYY

Tenant Signature:

Sign here upon printing

Date Signed:

MM/DD/YYYY