

**Russell Property Management**

106 Regency Blvd.  
Greenville, NC 27834  
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**Notice to Vacate**

In accordance with the provisions of our lease, we are required to give a **thirty (30)** day written notice before moving. Please note that the last day of my tenancy will be on:

\_\_\_\_\_.

Reason for moving: \_\_\_\_\_.

I understand that I must be out of the apartment/ leased property on or before the date written since another individual may be scheduled to move in. All keys must be turned in to Russell Property Management on the scheduled move out date. I understand that I will owe rent for the unit until the day after I turn in all keys to the unit.

If you have multiple roommates please get them to sign this form and return it to the office.

**IMPORTANT:** Please check the box below that applies to how you make your monthly rent payment. Please Note: The last auto draft will take place on the last full month of rent before you vacate. You will need to pay for a month of prorated rent by check or money order only. Example: Notice to vacate date is April 20<sup>th</sup>. Last auto draft will take place for the month of March. April's rent will need to be paid by check or money order **ONLY!!** Please call or come by our office with any questions about this.

Yes, I would like my draft to stop on last full month of rent  No, I am not on an automatic draft

Tenant Name (s): \_\_\_\_\_  
\_\_\_\_\_

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

Phone Numbers:

	Tenant 1:		Tenant 2:
(Home)	_____	(Home)	_____
(Work)	_____	(Work)	_____
(Cell)	_____	(Cell)	_____

	Tenant 1:		Tenant 2:
Forwarding Address:		Forwarding Address:	
_____		_____	
_____		_____	
_____		_____	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_