

Briken & Associates
4809 Ihles Rd.
337-439-6030

Date: _____

NOTICE OF INTENT TO VACATE

This is to advise you that I will be vacating my rental unit at
(Address) _____

On or before _____.

I understand that upon receipt of this notice, the management will put the rental unit on the market to be pre-leased and should I fail to vacate on or before the above date, I will be held legally responsible for any costs incurred to the management or the new resident if we pre-lease the unit for locating other accommodations until such time as the unit is vacated by me. I understand if I don't give a 30-day notice, my security deposit will be forfeited as the lease states. The keys can be put in our drop box once you have vacated the unit if the address is marked and your name stating you have moved from the property.

******I UNDERSTAND THAT I WILL BE CHARGED RENT UNTIL THE KEYS ARE RETURNED TO OUR OFFICE.******

My reason for vacating is _____

My forwarding address for the purposes of mailing my move out inspection sheet and /or security deposit is: _____

Security deposits can not be picked up in our office. They must be mailed to your forwarding address above.

If you choose to cancel your move out notice, please contact our office immediately to make sure the property hasn't been pre-leased and follow up your cancellation in writing.

Lessee(s)(PRINT) _____

Lessee(s)(Signature) _____

PHONE # _____

RECEIVED BY _____
BRIKEN & ASSOCATES (LESSOR) DATE

*****This Move out Notice is Only effective when signed & dated by a Briken Representative*****