



3101 EVANS STREET, SUITE C GREENVILLE, NC 27834
1913 N. BERKELEY BLVD, SUITE 5 GOLDSBORO, NC 27534

NOTICE OF INTENTION TO VACATE

To Whom It May Concern:

You are hereby advised that the undersigned will vacate the premises located at

Address: _____ on Date: _____

I am moving for the following reason: _____

The date given above is a definite vacating date and I understand that you will start marketing.

Should I wish to cancel or extend my notice to a later date, I will contact you immediately with a written request to do so. If my property has been re-rented to a new resident, I understand that it will be impossible to grant such a request.

Security deposit refunded (if any due) will be mailed to the address on the form. While we will accept changes to the mailing address via written form, we will not guarantee them. Flagship Property Management is not responsible for changes to this address or incomplete addresses given. As such, our stop payment fees for missing checks will be billed to the tenant and deducted from the deposit refund.

I understand that the giving of this notice does not relieve me of any liability that I have under my present lease agreement.

Sincerely, _____

Forwarding Address: _____

MULTIPLE TENANTS: How would you like your security deposit distributed?

RELEASE OF THE SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING PROVISIONS:

1. All conditions of the lease fulfilled.
2. No damage to property beyond fair.
3. The entire home, including but not limited to: oven, range, refrigerator, bathrooms, closets, cabinets, and carpet (no spots), is to be thoroughly cleaned.
4. You will be charged for every day that we do not have your keys.
5. All debris, rubbish, and discards placed in proper dumpsters.
6. The correct forwarding address left with Flagship Property Management.

RECIEVED BY

DATE

TEL. 252-364-4944

EMAIL. ADMIN@FLAGSHIPNC.COM

WWW.GREENVILLEPROPERTY.MANAGEMENT

WWW.GOLDSBOROPROPERTYMANAGEMENT.COM