

**Please fill out the Termination of Tenancy and SUBMIT THE FOLLOWING INFORMATION no later than 20 days prior to the first of the month in which you intend to move. Submit this completed and signed (by all legally responsible tenants) Termination of Tenancy to Home Team Northwest Property Management by mailing, faxing, emailing or in person at the management office.**

Check-outs are available between 9 a.m. and 4:30 p.m. Monday through Friday by appointment only. If you are unable to meet during those times, we will do our best to accommodate your request. A check-out appointment is not required. All keys, openers and remotes must be returned at check-out or to our office between 9 a.m. to 5 p.m. Monday through Friday, no later than the termination date stated below. We will contact you once we have received your notice to confirm a date and time for your check-out. All legally responsible parties named on the lease agreement must sign this notice in order to be valid.

### TERMINATION OF TENANCY

I/We, the tenant(s),

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

do hereby give notice to terminate tenancy at midnight on \_\_\_/\_\_\_/\_\_\_ for the property located at:

\_\_\_\_\_  
\_\_\_\_\_

The tenant(s) and occupant(s) agree to vacate the property on or before the above termination date and that Home Team Northwest Property Management may need to begin eviction proceedings immediately if all the occupants have not vacated by the date given in this notice. If the termination date changes, the tenant(s) will contact Home Team Northwest Property Management immediately in writing to REQUEST a termination date change. If the tenant(s) and/or occupant(s) timely vacate the residence, no eviction proceedings will begin.

This notice DOES NOT void or nullify my/our financial obligations as stated in the lease agreement.

Forwarding address for deposit settlement statement and/or any remaining funds from the security deposit:

\_\_\_\_\_  
\_\_\_\_\_

We request the following move-out date: \_\_\_/\_\_\_/\_\_\_

We request the following check-out appointment date: \_\_\_/\_\_\_/\_\_\_ time: \_\_\_/\_\_\_/\_\_\_

Please send an email confirmation of receipt of this notice to \_\_\_\_\_@\_\_\_\_\_

The best number to contact me/us is: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Tenant \_\_\_\_\_ Tenant \_\_\_\_\_

Tenant \_\_\_\_\_ Tenant \_\_\_\_\_

*Office Use Only*

Notice received \_\_\_/\_\_\_/\_\_\_ Confirmation sent to Tenant \_\_\_ Notice sent to Owner \_\_\_