



# Notice of Intent to Vacate

Date: \_\_\_\_\_ Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Best contact #: \_\_\_\_\_

I/We intend to vacate the residence listed above on or about the date of \_\_\_\_\_. I/We will contact you 5 days prior to moving to schedule an appointment for a final walk through.

The reason I am/we are moving is: \_\_\_\_\_

**You have my permission to show the residence to prospective tenants by using your key and notifying me, (please check one):**

- 24 hours in advance
- By 5:00pm the day before
- Anytime, I'm eager to get it rented! I just need a phone call/voicemail  hrs in advance

Forwarding Address:

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

NOTE: If you are set up on Automatic Rent Payments through your bank or through your CPM Tenant Portal, please make sure that you stop those automatic payments effective as of your move out date, *unless you are breaking your lease, as you will need to continue to pay until re-rented.*

**PLEASE SELECT ONE OF THE FOLLOWING TWO (2) OPTIONS:**

- We are all vacating
- If this is a month-to-month lease or end of lease term and not all of the residents are vacating at the same time, the vacating tenant will be removed from the lease and hereby releases their interest and all rights in the lease and security deposit to all remaining tenants.

Signature(s) \_\_\_\_\_

California Law requires landlords to include copies of invoices for deduction when refunding deposits. This can take up to three weeks. You can get your refund faster by not requiring copies of the invoices. If you would like your refund faster, please check the below box and sign.

- I waive my right to copies of invoices with my refund

Signature(s) \_\_\_\_\_

\_\_\_\_\_  
Resident  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
**RECEIVED BY (CPM Employee)**  
Date

**Once this form has been received by CPM, you will be contacted for a pre-move out inspection**