

# NOTICE OF INTENT TO VACATE

Hawkeye Property Management 121 High Ave. East, Oskaloosa, IA 52577  
Phone (641) 673-8424 Fax 641-673-9224

**Effective date** \_\_\_\_\_  
(Date all occupants and belongings will be out of the apartment)

**ADDRESS** \_\_\_\_\_ **Apt #** \_\_\_\_\_

Please be advised that the undersigned intends to terminate tenancy

**Your Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Reason for Vacating:** \_\_\_\_\_

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

I understand that if I have not fulfilled my obligations as stated in my rental agreement that I will forfeit my security deposit. I also understand that if I move prior to the expiration of my rental agreement, I (we) must continue to pay on time until the rental agreement expires or the apartment is re-rented, which ever occurs first. I understand that any deposit refunded will be returned in one check made out to all tenants jointly.

**FORWARDING ADDRESS:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Telephone (if available) Area Code (\_\_\_\_\_)** \_\_\_\_\_

I hereby sign this Intent to Vacate form on behalf of all occupants. I understand that all keys (entry and mail, etc.) must be returned to the office on the date of my Move Out.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**Delivered to Management on** \_\_\_\_\_ **Received by** \_\_\_\_\_