



Intent to Vacate

I, _____ am giving my **60** day notice as required by my lease. I will be vacating the following address: _____, on the date of _____.

I understand I will leave the premises in a clean and orderly manner. Trash will be disposed of, carpets cleaned professionally, bathrooms cleaned, all appliances will be cleaned and washed out, and the **rental unit will be totally cleaned before I leave, or I will forfeit my security deposit minus any other repairs that may need to be made unless, other arrangements have been made with GWG Properties Inc.**

Please make sure all utilities are paid and transferred into GWG Properties INC.'s name on the last day of your rental date. Keys must also be returned on the day you vacate or before. **If you do not return rental unit keys there will be a \$75.00 charge taken from your security deposit. Please include your new address and phone number**, so we can send you any security deposit that you may be owed. _____

_____ Phone: _____

****Please note you cannot let your security deposit stand as your last months rent.***

If you wish to have a walk through of the property with someone from GWG Properties, Inc. please call our office to schedule at least **2 weeks** prior to your move out date.

I have read and understand the contents of the above requirements set forth by GWG Properties Inc. for vacating my rental unit. I further understand that GWG Properties, Inc. has 45 days to disburse security deposit refunds from move out date.

Tenant _____ **Date** _____

Received _____ **Date** _____