



NOTICE TO VACATE – FROM RESIDENT

Please be advised that the undersigned resident(s) intend to terminate his/her/their lease for the premises located at:

RESIDENT'S: _____

WHO OCCUPY THE APARTMENT LOCATED AT

WILL VACATE ON THE FOLLOWING DATE

Reason for moving?

You may schedule a preliminary vacate inspection of your apartment within two weeks of your planned vacate date by contacting Charleston Plantation's Office at 931.484.6800 or GPM at 931.484.0809 to arrange an appointment. The purpose of this inspection is to generally assess the condition of the premises. Final charges cannot be determined until such time as the premises is vacant.

Written notice is hereby accepted from Resident(s) in accordance with the Landlord/Tenant Act which states that a 30-day written notice is required. Resident(s) understand rent is charged until such time as all keys to the premises have been returned. Processing of Resident(s) security deposit refund may take 30 – 45 days from the date all keys are returned. A final statement and refund check, if applicable, will be forwarded to the resident(s) at the forwarding address provided herein:

Forwarding Address: _____

Phone Numbers: _____

Resident Signature: _____

Date: _____

GPM OFFICE USE ONLY

Received by GPM: _____ Date: _____

Notice to Vacate Received in Person or by Phone? _____

- _____ UPDATE COMMUNICATION LOG
- _____ PRINT SCREEN EMAIL TO "COMMONS"
- _____ RECORD ON DAILY TRAFFIC REPORT UNDER "NOTICE TO VACATE" COLUMN
- _____ SCAN FORM – DATA FILE PDF IN UNIT FOLDER
- _____ ORIGINAL NOTICE TO RESIDENT'S FILE – IMMEDIATELY – **DO NOT** PUT IN "TO BE FILED"
- _____ RESIDENTS RESPONSIBILITY AT VACATE HANDED TO RESIDENT OR MAILED