



403 VFW Memorial DR, STE 3
Saint Robert, MO 65584

573.336.3836 P
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www.MidwestAreaHomes.com

FOR OFFICE USE ONLY

Date form was received: _____

Received by: _____

WT Appointment to set-up?: _____

Follow-up letter sent? _____

Owner Contacted: _____

NOTICE OF INTENT TO VACATE

I, _____ am giving Midwest Area Property Management LLC., this notice of my required 60 day intent to vacate:

Current Address: _____

E-mail Address: _____ Phone #: _____

Date Vacating: _____

Reason for vacating: _____

If the move is due to military orders and is before the expiration of your lease agreement, please attach orders to vacate form. **Attached:** _____ **Will bring later*** _____

*** If bringing orders later we must have them before you move or you will be charged break lease fees as indicated in your lease agreement.**

Forwarding mailing address to return security deposit refund:

Resident Signature

Date

Leasing Agent

Date

Please return this completed form to our office in accordance with your lease agreement. Please contact our office if you do not receive a confirmation letter of your move-out date within 15 days. Thank you!