



ROOMMATE MOVE OUT

| |
|----------------|
| Name: _____ |
| Address: _____ |
| Phone #: _____ |

Please be advised that on _____ I, _____ intend to move from the address listed above and all other tenants will remain in the apartment. I understand that I am responsible for paying rent through the end of the notice period and that all keys are to be returned to the roommates that remain on the lease.

Reason for Leaving: _____

_____ will be remaining in the unit listed above & agrees to assume full responsibility for unit listed above. X _____

Tenant(s) staying signature

I release the security deposit to: _____

Tenant Vacating Signature Date

Tenant(s) Staying Signature Date

Office Use Only

Notice Received: _____

Keys Received: _____

| Key Return Checklist | Yes | No |
|----------------------|-----|-----|
| Front Door Key | [] | [] |
| Garage Key | [] | [] |
| Garage Remote | [] | [] |
| Mailbox Key | [] | [] |