**NOTICE TO VACATE**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby give notice to Nebraska RIS to vacate the premises located at:

Cleaning Letter Received

Breaking Lease

Yardi

Craigslist

Vacancy Book

Website

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt. # \_\_\_\_\_\_\_

Are all residents moving out? \_\_\_\_\_\_\_\_\_\_\_\_\_ Do you rent a garage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My actual move-out date will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My reason for moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current phone#: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that my apartment may be shown between 9:00am and 6:00pm Monday through Sunday. If I cannot be reached by phone prior to showings, it is acceptable to show my residence. In the event that my lease does not expire before the date I intend to vacate, I agree to the terms outlined in the Nebraska RIS, Inc. lease agreement. I further understand that my apartment must remain in “showable condition” during the last month of my tenancy. If premises are not in showable condition, I may be assessed up to one month’s rent as liquidated damages, per my lease.

I understand that I will remain liable for rent and utilities until the last day of the month, or until another tenant moves in, whichever occurs first.

**I have received a copy of the “Move-Out Procedures” handout (i.e., cleaning letter).**

I understand that the security deposit will be mailed in the name(s) of all residents on the most current lease agreement. The forwarding address is:

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

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Resident Resident

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Resident Resident