



GORDY REALTY GROUP

PO Box 6425, Marianna, FL 32447

850-484-PROS(7767) Office

850-845-8004 Fax

Lessee Notice of Intent to Vacate

This form may be used to provide the notice required by the Lease. Please note that a Lease may only be terminated at term end, or if on a month-to-month basis, at the end of any rental period.

Lessee(s): _____

Property Address: _____

Are you breaking your lease? Yes / No If yes, date GRG can begin marketing for re-rental _____
If yes, **PLEASE READ THE FOLLOWING**. As a reminder of your lease terms, your obligations are related to the condition in which you leave the home and any other balances due. Your obligation to pay rent and maintain the home including utilities and lawn as required by your Lease continues until your obligation ends, either when the home is re-rented or your Lease term ends. You are also responsible for any cost to the Owner for re-leasing the home.

Full Forwarding Address: _____

Move-Out Date: _____

Today's Date: _____

Reason for Leaving: _____

Comments:

You must keep the utilities on for **two full business days** after the date GRG receives the keys if you are not breaking your Lease (otherwise, see note above).

- 1) You understand the property may be shown, as described in the Lessee Handbook, to potential New Lessees once GRG receives this notice.
- 2) You agree to follow the cleaning and repair checklist guidelines provided in the Move-Out Procedure.
- 3) You understand that deposits are not considered rent and cannot be used as such.

Signature: _____ Date: _____ Current Phone #: _____

Signature: _____ Date: _____ Current Phone #: _____

Office Use Only

Received by: _____ Initials: _____ Date Received: _____