



**INTENT TO VACATE NOTICE**

To the Management of Glenbrook Apartments:

This letter is to notify you that I \_\_\_\_\_, will be vacating Apartment # \_\_\_\_\_ on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, realizing that the keys need to be returned to the **office** no later than **noon.** \_\_\_\_\_ (initials)

I understand I am responsible for rent through \_\_\_\_\_, 20\_\_\_\_\_.

**I understand that I will be charge for my apartment until my keys are returned.**

If the office is closed I am aware that I can leave my keys in the rent box which is to the left of the Front Office Door.

**Residents Initials** \_\_\_\_\_

I also understand I will be refunded my security deposit within **30 days** from check-out, minus the cost of any damages, replacements, or cost of cleaning apartment or carpeting, or any other items as provided for in the lease agreement.

Please contact the Glenbrook Apartments leasing office at least 24 hours in advance to schedule a check-out time. Inspections are scheduled Monday thru Friday from 9:30AM to 4:30PM.

**Keys are to be returned to the office after the inspection, or given to the inspector on or before your written move out date. If any items that were given out at move in, such as keys, pool tags, etc. are not returned, you will be charged per the Move- Out Instructions and Standard Charges Form.**

A change of address needs to be put in with the Post Office and your name tag needs to be removed from your mailbox. If you do not do these things, your mail may still be delivered.

**\*\*It is your responsibility to call Ameren (800-755-5000) and get the electric turned off in your name\*\***

I am vacating for the following reasons:

\_\_\_\_\_

Phone:Home#\_\_\_\_\_Work#\_\_\_\_\_

Resident's Signature: \_\_\_\_\_Date:\_\_\_\_\_

Forwarding Address:\_\_\_\_\_

\_\_\_\_\_

Glenbrook Apartments By\_\_\_\_\_Date \_\_\_\_\_

Office use:

\_\_\_\_\_ Peg Board

\_\_\_\_\_ Maintenance Board

\_\_\_\_\_ Notice in RESMAN

\_\_\_\_\_ Original for Office File

I:\Permenent documents\Intent to vacate notice.doc

**\* NO TV'S OR ELECTRONICS CAN BE PUT INTO OR NEXT TO THE DUMPSTERS\***