

**Orange County Property Management, Inc.**

16742 Gothard Street, Suite 117

Huntington Beach, CA 92647

Phone: (714) 840-1700 / FAX: (714) 847-1999

**Notice of Intent to Vacate**

Date: \_\_\_\_\_

Please be advised that the undersigned intends to vacate the premises located at:

\_\_\_\_\_

In conformance with the Civil Code of the state of California and/or the rental agreement which states that a written notice of **30 days** in advance of a termination must be given, I (we) intend to move on (date) \_\_\_\_\_.

I am (we are) fully aware that I am (we are) responsible for the rent that will cover my (our) tenancy up until the move out date. I (we) also understand that **rent is always due on the 1<sup>st</sup> of the month.**

The signature(s) below represent all leaseholders intending to move out of the premises:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Office Use Only

Terms of Current Lease Fulfilled?  Yes  No

Received By: \_\_\_\_\_

Date: \_\_\_\_\_