

**Russell Property Management**

106 Regency Blvd.  
Greenville, NC 27834  
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**Notice to Vacate**

In accordance with the provisions of our lease, we are required to give a **thirty (30)** day written notice before moving. Please note that the last day of my tenancy will be on: \_\_\_\_\_.

Reason for moving: \_\_\_\_\_.

Is there anything about your stay at this property that you would like to share with us?

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

I understand that I must be out of the apartment/ leased property on or before the date written since another individual may be scheduled to move in. All keys must be turned in to Russell Property Management on the scheduled move out date. I understand that I will owe rent for the unit until the day after I turn in all keys to the unit.

If you have multiple roommates please get them to sign this form and return it to the office.

**IMPORTANT:** Please check the box below that applies to how you make your monthly rent payment. Please Note: The last auto draft will take place on the last full month of rent before you vacate. You will need to pay for a month of prorated rent by check or money order only. Example: Notice to vacate date is April 20<sup>th</sup>. Last auto draft will take place for the month of March. April's rent will need to be paid by check or money order ONLY!! Please call or come by our office with any questions about this.

Yes, I would like my draft to stop on last full month of rent

No, I am not on an automatic draft

Tenant Name (s): \_\_\_\_\_  
\_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Numbers:

Tenant 1:

(Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Tenant 2:

(Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Tenant 1 Forwarding Address:

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

Tenant 2 Forwarding Address:

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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