



120 W Park Drive, Suite 201
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NOTICE TO VACATE

Name(s): _____

Unit Address: _____

I/We, _____, do hereby give notice to vacate the property/unit I am/we are currently renting, on _____ **(DATE)**.

Are you breaking your Lease? *If you are not sure, please ask.* _____

Are you current on rent? *If you are not sure, please ask.* _____

Please schedule an appointment for the surrender of your keys.

My/Our reason for terminating my/our lease & submitting this 30-day notice is as follows:

Per your Lease Agreement, it may take up to 60 days to send your Security Deposit Accounting after you vacate the premises. MAXIM 4000 will need a forwarding address to send your Security Deposit accounting to.

My/Our forwarding address is: _____

Contact phone number(s): _____

*This document shall serve as your authorization to show the above unit to applicants.
Electronic notification of showings will be sent to email address(es) provided as follows:*

Email Address(es): _____

PLEASE REMEMBER, your Security Deposit is NOT "last month's rent".

Resident's Signature

Date

Manager's Signature

Date

Resident's Signature

Date