TOWNSEND
REAL ESTATE

30 DAY NOTICE OF INTENT TO VACATE and TENANT FUNDS RECONCILIATION

NAME_____

ADDRESS_____

CITY, ST_____

WORK #_____

CELL #_____

OTHER _____

OFFICE USE ONLY

DATE KEYS RECEIVED_____

FORWARDING ADDRESS_____

_____

PHONE #_____

WORK/CELL#_____

OWNER NOTIFIED OF THIS NOTICE: _____

BY: E-MAIL □ LETTER □ PHONE □ OTHER □

PLEASE ACCEPT THIS AS MY 30-DAY NOTICE OF INTENT TO VACATE THE ABOVE REFERENCED PROPERTY. I WILL BE VACATING ON OR ABOUT _____. I UNDERSTAND THAT A WALK-THROUGH INSPECTION OF THE PROPERTY MUST BE COMPLETED ONCE IT HAS BEEN FULLY VACATED AND CLEANED BEFORE A DECISION CAN BE MADE REGARDING THE RETURN OF MY DEPOSIT.

DATE_____ SIGNED _____

FOR OFFICE USE ONLY

SECURITY DEPOSIT RECONCILIATION

CREDITS		DEBITS	
Security Deposit		Prior month tenant ledger balance	
Pro-rated Rent Paid		Pro-rated Rent Due	
Misc. Payments		Repair:	
Misc. Payments			
Other			
Other			
Other			
Other			
Other			
Other			

TOTAL CREDITS: _____ TOTAL DEBITS: _____

NET (Circle one) TO / FROM TENANT **$**_____

P.O. Box 53890 • 592 Executive Place • Fayettreville, NC 28305-3890 • 910-323-8666 • Fax 910-323-0846
Website: www.TownsendRealEstate.com • E-mail: rent@townsendrealestate.com