

**ATTN: AT**

**TENANT'S NOTICE TO VACATE APARTMENT UPON  
EXPIRATION OF LEASE**

(To be completed by Tenant(s) 30 days prior to vacating the apartment and returned to Garden Homes Management Corporation)

To: GARDEN HOMES MANAGEMENT CORP.

Please be advised that I will be vacating my apartment when my lease expires. In accordance with my lease, I agree to pay the rent through the termination date, or if I am month-to-month, through the last day of the month in which I remain here, and I agree to:

1. Vacate the apartment by that date;
2. Turn in all apartment keys, mailbox keys and permits to the superintendent by that date; and
3. Leave the apartment in good condition, reasonable wear and tear excepted as provided by the lease.

I understand that in such event, my full security deposit will be refunded to me within 30 days after I have vacated. My forwarding address is indicated below:

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Tenant's Signature

**I ALSO UNDERSTAND THAT IF I AM VACATING BEFORE THE EXPIRATION DATE OF MY LEASE, I AM NOT ENTITLED TO A SECURITY REFUND.**

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NAME OF COMPLEX WHERE I PRESENTLY LIVE \_\_\_\_\_ APT. # \_\_\_\_\_

DATE I PLAN TO VACATE \_\_\_\_\_

FORWARDING ADDRESS:

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

***Note: Some tenants are under the misunderstanding that they can apply their security deposit to cover the last month's rent due under their lease. This is not the case and contrary to the lease requirements that the security deposit be used to guarantee the tenant's performance of his leasehold obligations. Therefore, please be advised that the security is not to be used to cover the last month's rent and that if the rental payment is not received by the 10th of the last month as required by the lease, legal action will be taken thereafter, without further notice for violation of the lease and will reflect on your credit report.***

It would be helpful to us in connection with the operation of our apartment, if you would briefly set forth below the reason(s) why you are vacating your apartment.

\_\_\_\_\_