

Property Services of Grand Junction, Inc.
P.O. Box 2868
Grand Junction, CO 81502

Move-Out Notice

Name: _____ Phone: _____

I hereby advise Property Services that I will be vacating the premises located at:

(address): _____

On (date): _____ for the following reason: _____

The date given above is a definite vacating date, and Property Services is authorized to show the property to prospective tenants during the final 30 days of my tenancy. Property Services will call prior to any showings.

This notice also authorizes Property Services to release information regarding our rental history to prospective landlords and/or lenders.

Should I subsequently wish to cancel or extend my notice to a later date, I will contact Property Services IMMEDIATELY, either in person or through written request. If my residence has already been re-rented to a new tenant by the time I make such a request, I understand that it may be impossible for Property Services to grant this request.

I understand that the giving of this notice does not relieve me of any liability that I may have under my present lease.

Sincerely, _____ **Forwarding Address:** _____

Date: _____

THERE IS A FEE FOR RE-RENTING YOUR UNIT WHILE YOU ARE STILL UNDER A LEASE OBLIGATION. IF IT HAS BEEN APPROVED BY THE PROPERTY MANAGER AND THERE IS NO LOSS OF RENTS TO THE OWNER, THE FEE WILL BE DETERMINED (UP TO ½ OF ONE MONTH'S RENT) AND DEDUCTED FROM YOUR DEPOSIT. ANY ADVERTISING TO EXPEDITE RE-RENTAL WILL BE CHARGED TO YOUR SECURITY DEPOSIT.