



Notice To Vacate

Phone: (760) 371-1364

Fax: (760) 371-1363

Email: info@temporaryviphousing.com

Please remit this notice with the following information to **Temporary VIP Housing**. You may email this information to the main office or you may fax it to us at **(760) 371-1363**. Failure of Resident(s) to provide a **30-day written notice** shall extend the term of the Rental Agreement for 30 days from the date such notice is received by **Temporary VIP Housing**. We understand that your length of stay with **Temporary VIP Housing** must remain flexible to meet your needs, but we are required by the apartment communities to give a **30-day notice** to vacate the apartment and therefore must require one from you, the Resident(s). To complete this process, please submit this completed form to the main office.

Today's Date: _____

Tenant Name(s): _____

Company: _____

Apartment(s): _____

Date to vacate: _____

Forwarding Address:

Return fax number: _____

Before vacating the apartment(s), please be sure that everything on the "**Move Out Check List**" has been completed. Finally, all apartment keys must be dropped off at the main office during normal business hours or left in the **drop box** outside the main office after hours. If keys are not returned to the main office upon vacating the unit, rent will accrue until **ALL** apartment keys are turned in.

Signature: _____

Date: _____

*****To be completed by Temporary VIP Housing*****

Agent Signature: _____ Date Received: _____