



Tenant Notice to Vacate

*Residential notification must be no later than 20 days prior to vacating
Commercial notification must be no later than 60 days prior to vacating*

Daylight Properties requires that all move out notification be in writing. This form is for your convenience, but not required. If you are providing your own written notice, the information contained below must be included in your notice.

NOTE: If you are breaking your lease, you will also need to complete the lease break acknowledgement and Mutual Termination Agreement Forms.

Building Address: _____

Name: _____ Phone: _____

E-Mail: _____ Lease end date: _____

Requested vacating date: _____
(Keys need to be returned to the Daylight office no later than 5:00 p.m.)

Tenant forwarding address: _____

I give Daylight Properties permission to show my unit daily beginning: _____ between
(Date)
the hours of 10:00 a.m. and 4:00 p.m.

Signature: _____ Date: _____

Tenant Reminders for you if applicable:

- _____ Cleaning Checklist
- _____ Cancel utilities on last day of tenancy
- _____ Turn in parking pass if applicable to your unit
- _____ Contact insurance agent to cancel renters insurance, or liability insurance
- _____ Contact USPS for change of address form
- _____ Cancel bill payment