Cornerstone Real Estate Team

685 Citadel Drive East, Suite 325, Colorado Springs, CO 80909
719-243-6400 (Office) 888-268-9061 (Fax)
admin@callcornerstone.com

NOTICE TO VACATE

Tenant Name: _____

Address: _____

Please complete this form and return it to our office NO LATER THAN 45 DAYS PRIOR TO **LEASE EXPIRATION**. Please remember that you are required to give forty-five (45) days **WRITTEN** notice prior to the end of your lease or date of vacating. This form accomplishes the notification.

This is a written notice that, for personal reasons and at no fault of Landlord, I will be permanently vacating the above-listed premises on **_____ , 2022**. The key(s) will be returned to the Cornerstone office no later than 4:00pm on that date and the unit ready for inspection. (For military transfers, please attach a copy of the official orders.) My current phone numbers are (h)_____, and (c) _____.

My **forwarding address** will be: _____.

If no forwarding address is provided, then any remaining funds will be mailed to the last known address. The USPS will not deliver a check to an address to which your name is not associated.

Below is a list of items that I will have completed prior to my move out, in accordance with my Lease (refer to your Lease, para 10.h. for detailed instructions):

1. Carpets and floors professionally cleaned and deodorized by a Cornerstone approved vendor and receipt provided to Cornerstone Real Estate Team. *Cornerstone approved vendors are listed on our website.*
2. Entire home (including appliances) professionally cleaned by a Cornerstone approved vendor and receipt provided to Cornerstone Real Estate Team.
3. Fireplace, if present, cleaned by a Cornerstone approved vendor and receipt provided to Cornerstone Real Estate Team.
4. Yard mowed, trimmed, animal feces removed, rock areas weeded (if applicable).
5. Replace furnace filter, if applicable, and replace any burnt out light bulbs.
6. Arrange "final reading" with utility company(ies) as of lease end date, if applicable.
7. Keys and garage remotes turned in to the provided lock box prior to 4:00pm on my specified move-out date.
8. Premises will be returned to rent-ready condition IAW my Lease and Condition Report.

I understand that this "Notice to Vacate" is binding upon me and that Landlord is authorized to begin looking for new tenants to occupy the premises. In the event Landlord enters into a new lease with other tenants (which I hereby authorize them to do) and I fail to move out of the Premises, I may be evicted from the Premises immediately as though I had failed to pay rent, and I may be sued and shall pay all damages incurred by Landlord resulting from my failure to vacate the Premises by the date I have indicated above.

I also understand that this "Notice to Vacate" does not terminate the Lease nor does it terminate my ongoing obligations provided for in the Lease, including the requirement to pay monthly rent, utilities, and/or a re-letting fee until lease expiration on **DATE**.

Landlord acknowledges its obligation to mitigate its damages in the event Tenant vacated prior to the expiration of the Lease; however, I understand there is no guarantee that new Tenants will be located prior to the date the Lease is otherwise to expire. In such event, I (Tenant) acknowledge that I shall be liable for all rent and utilities due through the end of the stated term of the Lease.

Tenant:		X	Date:	
	Print	Signature		
Tenant:		X	Date:	
	Print	Signature		
Tenant:		X	Date:	
	Print	Signature		
Tenant:		X	Date:	
	Print	Signature		

Landlord: Cornerstone Real Estate Team, LLC, as owner or agent for the owner:

Lance Kohler	X	Date:	
Print	Signature		

This form has not been approved by the Colorado Real Estate Commission. It was prepared by Frascona, Joiner, Goodman and Greenstein, P.C., as legal counsel for the use of Cornerstone Real Estate Team.

05/01/2019