



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 THE FIRST DAY OF THE MONTH IN WHICH YOUR LEASE EXPIRES**. Please remember that you are required to give thirty (30) 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 premises located at **(address above)** on _____, **20**_____. 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:

1. Carpets professionally cleaned and receipt provided to Cornerstone Real Estate Team.
2. Whole home (including appliances) professionally cleaned and receipt provided to Cornerstone Real Estate Team.
3. Replace all batteries in smoke alarms & CO detectors, and replace any burnt out light bulbs.
4. Yard mowed, trimmed, animal feces removed, rock areas weeded (if applicable).
5. Replace furnace filter, if applicable.
6. Arrange "final reading" with utility company(ies) as of lease end date, if applicable.
7. Keys and garage remotes turned in prior to 4:00pm on my specified move-out date.

I understand that this "Notice to Vacate" is binding upon me and that the 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.

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:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Date:	<input type="text"/>
	Print		Signature		
Tenant:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Date:	<input type="text"/>
	Print		Signature		
Tenant:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Date:	<input type="text"/>
	Print		Signature		
Tenant:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Date:	<input type="text"/>
	Print		Signature		

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

<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Print	Signature	Date:

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