

# IRONWOOD Notice to Move-Out

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

This is to notify you that I/We shall vacate the above address on:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Your final rent payment is due and payable on the 1<sup>st</sup> – 5<sup>th</sup> to avoid a late fee of 5% by money order or debit card ONLY!!!**

It is understood that I/We shall vacate the apartment on the above mentioned date and will turn in all keys to the rental office by 5:00 pm on that date.

***\*You must schedule and appointment 3 days in advance to be present for your final inspection.***

\_\_\_\_\_  
Residents Signature

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## FOR RENTAL OFFICE USE

Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_

Move-Out Date \_\_\_\_\_ Date of Notice \_\_\_\_\_

If Military transfer, have orders been verified?	Yes	No
Has the resident been given a copy of the cleaning standards	Yes	No
Has the resident been given a copy of the Price Sheet	Yes	No
Has the address been added to the Move-Out Board	Yes	No
Has the notice been entered into Yardi	Yes	No