



60-DAY NOTICE OF INTENT TO VACATE

Date: _____

To: The Edwards Companies, LLC (TEC)

From: (Resident Names): _____

Re: Notice for property located at (address): _____

As resident(s) of the above-referenced premises, you are hereby notified that I/We have elected not to renew the lease of the premises and hereby give a _____ day notice (prior to agreed upon Lease End Date) and intend to vacate the premises on the date of _____. The reason for termination is _____.

*I/We understand that a **60-day notice to vacate** is required by our lease agreement. I/we acknowledge that **any information incorrectly entered by Resident(s) herein will be subject to the terms of the signed Lease agreement. All Dates and conditions provided in the Lease agreement will apply accordingly.***

I/We understand rent is due until the end of our executed and agreed upon Lease term. I/We understand that, as agreed upon in our Lease, The Edwards Companies will place the property on the Rental Market immediately including but not limited to: placement of rental signage at the property, online advertising, and scheduled showings. The Edwards Companies will attempt to provide 24 hours notice prior to any showings.

Accordingly, resident(s) agree and is further notified that:

1. The resident(s) will maintain the property (interior and exterior) in a clean, orderly and show-ready condition as explained in the lease and to follow the **Tenant Move-out & Cleaning Checklist** provided.
2. **The resident must vacate the premises on or before said lease expiration date.**
3. **All remaining rent must be timely paid. The security deposit is not a substitute for the last month's rent or any other month's rent. Only one check will be issued for any security deposit refund. This check will be made out in all tenants' names. It is the tenants' responsibility to coordinate distribution of funds. To expedite the return of your deposit, provide your forwarding information below.**
4. **All keys and other items related to the premises must be returned prior to 8:30am the day after your lease ends.** Do not leave the keys at the unit. Rent charges will continue until we receive the keys and all personal property is removed from the premises. If not returned you could be responsible another **FULL MONTH'S** rent.
5. Lease termination is not permitted on any day other than the last day of the month unless otherwise afforded per the terms of the lease agreement.



6. The resident(s) understand their security deposit transmittal will be sent after vacating the property and that TEC does not issue the security deposit until after the resident(s) vacate the premises and a property condition assessment is completed. Security deposits are to be returned accordingly as provide in your lease.
7. Any retractions, or changes, once the Notice of Intent to Vacate is submitted could incur a charge equal to all costs incurred by the Landlord in advertising the premises. Any proposed changes to a submitted Notice of Intent to Vacate must be approved by the Landlord/Property Manager.
8. Completion and submission of this form will serve as the Resident(s) authorization for The Edwards Companies to proceed with the Lease termination procedures as defined in the Lease agreement.

Forwarding Address and Contact Information:

RESIDENT #1

Phone #: _____
Address: _____
Email: _____
X _____

Resident Signature

RESIDENT #2

Phone #: _____
Address: _____
Email: _____
X _____

Resident Signature

HOW TO SUBMIT THIS DOCUMENT

1. This 60-Day Notice of Intent to Vacate form **must be signed by ALL Residents.**
2. **Contact The Edwards Companies prior to submitting to indicate submission format.**
3. **2 Methods of Submittal:**
 - a. **Email to:** info@TheEdwardsCompanies.com
 - b. **Mail to:** Attn: The Edwards Companies
PO Box 21076

P.O. Box 21076, Raleigh, NC 27619 | www.theedwardscompanies.com

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Raleigh NC 27619

c. Complete the form [ONLINE FORM](#)