



Humboldt Property Management
(A division of Humboldt Realty, Corp)

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Residential * Commercial * Lt. Industrial

30-DAY NOTICE OF INTENT TO VACATE

Today's Date: _____

Street address: _____

Unit: _____ City: _____

Current phone#: _____

Date vacating and returning keys to office: _____

Tenant name(s): _____

(please print)

Is everyone vacating? Yes No

Please note if everyone is not leaving you may not give a 30-day notice, you must fill out a request to be released from the rental agreement form.

Are you breaking your lease? Yes No

If you are breaking your lease, we will put your phone number on our website and it will be up to you to show the unit to prospective tenants. There is a **\$200.00 lease break fee** and you will be liable for rent up until the unit has been rented. Per your rental agreement, landlord has the right to show premises to prospective tenants with a written 24-hour notice. For your convenience, we would prefer that you select a date and time that will work best with your schedule. Please select a date and time below.

Date we can show unit to prospective tenants: _____

Hours between 10:00AM-4:30PM: _____

Reason for vacating: _____

Forwarding address: _____

City and state: _____

Phone #: _____

Tenant signature: _____

Tenant signature: _____

Date: _____

Management hereby acknowledges receipt of this notice on: _____

Management signature: _____

A walkthrough inspection for damages will be performed when your unit has been cleaned, all of your personal property has been removed, and you have returned the keys to our office, or if after hours left in the drop box with address. Please do not place excessive garbage or personal property in the garbage enclosures as you will be held responsible. The property manager will complete an itemized statement and return your deposit by mail. We have 21 days from the day you return keys and we refund in the order that they are received. Please make sure you fill out the key return slip when returning your keys. All tenant's names will be on a single check unless we are given written instructions signed by all tenants stating how to break it down and where to send the checks. There will be a \$5.00 charge for every check after the first one.