

TO: MARSH PROPERTIES



PO BOX 1213, CASPER, WY 82601
Phone 307-237-0755 CELL-262-7513

NOTICE OF INTENTION TO VACATE

DATE: _____

FROM: _____

Please be advised that on _____ we intend to move

From our residence at _____.

Date Utilities will be taken out of your name: _____

As our rental agreement specifies we are obligated to give **thirty (30) days written notice** after we have completed the terms of our lease. If notice is received prior to completing our lease, we understand we can be responsible for all rent through the term of our lease! We understand that we are responsible for paying rent and utilities through the end of the 30-day notice period. Because you are on a first of the month to first of the month lease, you will be responsible for rent up to the first of the month, no matter the date of notice (Mid-month, etc.)

We understand that our deposits will be refunded within Thirty (30) days' after the 30 days notice has expired if: We have left the keys on the kitchen counter, completed a move out inspection or agreed otherwise with Marsh Properties, left our dwelling reasonably clean and undamaged. If the property is damaged, no remaining deposit will be returned until 30 days after repairs are made by Marsh Properties.

Reasons for leaving: _____

Forwarding Address: _____

(Required in order to return your deposit or part of your deposit)

In accordance with our rental agreement, we (tenants) agree to allow Marsh Properties to show our dwelling to prospective tenants during reasonable hours (10:00am - 6:00pm) any day of the week, without notice. (We will attempt to call you one hour before if your contact number is provided below)

In order to maximize your returned deposit, we please ask you to keep your unit clean and picked up for showing to prospective tenants!

Tenant(s) _____ Phone _____