



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

954 H Street  
Arcata, CA 95521 U.S.A.  
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Residential \* Commercial \* Lt. Industrial

### 30-DAY NOTICE OF INTENT TO VACATE

**Please be advised that the undersigned intends to terminate tenancy at:**

**Street Address:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_ **City & State** \_\_\_\_\_

**Current Phone #:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Date Moving Out If Sooner Than 30 days:** \_\_\_\_\_

**Tenant Name (s):** \_\_\_\_\_

\_\_\_\_\_  
(Please print)

**Is everyone moving? Yes or No**

**If Roommate change out who will be taking your place: Name:** \_\_\_\_\_

**We will need to do an addendum adding the new tenant and releasing you. At the time of signing you will need to collect your security deposit from tenant replacing you.**

**Reason For Vacating:** \_\_\_\_\_

\_\_\_\_\_

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

**City/State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number: ( )** \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Management hereby acknowledges receipt of this notice on:** \_\_\_\_\_

**Management Signature:** \_\_\_\_\_

**A walk through inspection for damages will be performed when your unit has been cleaned, all of your personal property has been removed and you have turned in keys to this office. 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 turn in your keys, and we will be refunding your deposit in the order we have received keys from tenants. Please make sure your forwarding address has been completed above. All tenant names will be on one single check, if you want the check in individual names you must give written instructions of how to break it down and where to send each check and every one must sign the instructions. There will be a \$5.00 charge for every check after the 1<sup>st</sup> one.**