

GRECO RENTALS
1001 E. University Ste. G Las Cruces N.M 88001

NOTICE TO VACATE

PLEASE NOTE: Each tenant is required to turn-in a notice to vacate. Only then will the lease be terminated.

DATE OF THIS NOTICE _____ MOVE OUT DATE _____
NOTICE SUBMITTED BY _____
ADDRESS _____ APT _____
Phone number where you can be reached before you move _____
Phone number where you can be reached after you move _____
FORWARDING ADDRESS: _____
CITY/STATE&ZIP _____

IF YOU ARE NOT RENEWING YOUR LEASE: Please remember to schedule a checkout of your apartment with one of our leasing agents. The checkout will only be done after the apartment is completely vacant. All keys will need to be turned-in at the time of the checkout. A \$15.00 charge will be applied to your account for every key that is not turned-in. Important: If you do not schedule a checkout of your apartment, please do not leave the keys inside the apartment or hand the keys to our maintenance staff. Please turn-in the keys at our office.

IF YOU ARE BREAKING YOUR LEASE: There is a \$150.00 Re-Renting Fee. The submittal of this form does not release you from your responsibility to fulfill your current lease; you will remain liable for the lease until the apartment is re-rented. Our office will include the apartment in our vacancy listings and will try to re-rent the apartment as soon as possible. However, you will still need to pay rent until the apartment is re-rented. Please remember to schedule a checkout of your apartment with one of our leasing agents. The checkout will only be done after the apartment is completely vacant. All keys will need to be turned-in at the time of the checkout. A \$5.00 charge will be applied to your account for every key that is not turned-in. Important: If you do not schedule a checkout of your apartment, please do not leave the keys inside the apartment or hand the keys to our maintenance staff. Please turn-in the keys at our office. Please be advise that by submitting this Notice to Vacate you are guarantying that you will vacate the apartment on the date indicated above and will be responsible for any lodging expenses that might occur due to you not vacating the apartment as indicated above.

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Please pick-up our apartment move-out instructions. These instructions will outline the condition in which the apartment will need to be left in upon your move-out.

DO NOT turn off your utilities until **AFTER**, your apartment has been cleaned, checked out and not before the end of your lease.

It is your responsibility to submit a change of address notification to the post office. This needs to be done two weeks prior to your move-out date.

Deposit refund notices will be sent out 30 days from your move out date (if you are not renewing your lease) and 30 days from the date the apartment is re-rented (if you broke your lease).

Tenant

Date