

SOUTH METRO HOUSING OPTIONS

5808 S Rapp St, Suite 100, Littleton, CO 80120

Phone 303-794-9608

Fax 303-794-0806

NOTICE OF INTENT TO VACATE

TODAY'S DATE: _____

Name of Resident:	_____
Address:	_____ Unit #: _____

I hereby give a 30-day notice to South Metro Housing Options that I am vacating my housing unit on _____.

Date of planned move out (if earlier than end of 30-day notice): _____

Reason:	Moving out of the area _____
	Death of Resident _____ Date: _____
	Nursing Home _____
	Assisted Living _____
	Other (please explain) _____

EFFECTIVE DATE OF TERMINATION: _____

Forwarding Address (for return of unused Security Deposit)

I UNDERSTAND THAT MANAGEMENT WILL CONTACT ME WITHIN SEVEN (7) DAYS OF RECEIVING THIS NOTICE TO ARRANGE FOR A PRE-INSPECTION OF MY UNIT.

NAME AND PHONE NUMBER FOR THIS CONTACT: _____

Signed: _____ Date: _____

For office use only:	Pre-Inspection date: _____	Completed: _____
	Final Inspection date: _____	Completed: _____

Distribution: Occupancy, Maintenance, Director of Housing, Property Manager

