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INTENT TO VACATE

Please send this form back along with a self-addressed stamped envelope with your new address so that we may process your closing statement & security deposit.

Date: _____ Date Received (office use only): _____

I/We, _____

will be vacating our current property: _____

on (date) : _____

Please remember that your lease agreement officially ends at 11:00am on the second to last day of the month

I/We understand that my/our present lease expires on (date) : _____

Forwarding address will be: _____

Present phone number is: _____ New phone number is: _____

I/We will also be vacating (if applicable): Garage Number _____ Storage Unit Number _____

I/We understand that the security deposit is **not** to be used as the last month's rent. I/We understand that as of the date the office receives a formal written notice, the apartment will be put on the market to be leased and occupied by future residents.

REASONS FOR VACATING

- Purchased house
- Moving to another rental community
- High rent
- Transfer within PPM community
- Financial problems
- Job transfer
- Health
- Not renewing lease

(if you are not renewing your lease, please elaborate below)

I/We further acknowledge we are responsible for following the Move-Out Procedures/Checklist and also for keeping the utilities on until the last day of the lease expiration.

Resident Date

Resident Date

Resident Date

Resident Date