



## Intent to Vacate

If you choose to terminate your stay at your current apartment building, you must inform Management in writing, using the enclosed "Intent to Vacate" form, at **Girard Management, Inc. PO BOX 8720 Minneapolis, MN 55408**. When we receive your "Intent to Vacate" letter, Girard Management Inc will mail you Move-Out Instructions and call to set up a check out time with you. Lease expiration dates, required notice periods and move-out terms will apply per your individual lease. Please review your lease to make sure you give the proper notice period and that it correlates with your intended vacate notice. Girard Management's standard notice period requires 2 months and 1 day's notice. The notice period also applies to month-to-month leases. For example, in writing, GMI must receive your notice by June 30<sup>th</sup>, if you want to vacate August 31<sup>st</sup> and move into a new home September 1<sup>st</sup>. Please call with questions. 612-377-2792

Property Address: \_\_\_\_\_

Property Unit Number: \_\_\_\_\_

Resident Name(s): \_\_\_\_\_

I/We plan to vacate our apartment at the address and unit listed above at the end of our lease. Our move-out date will be \_\_\_\_\_ by noon.

We understand that the standard move-out terms means that we will completely vacate, we will have fully cleaned our unit, and we will have returned keys as instructed by noon on the last day of the month. If we do not meet the standard move-out terms by noon on our move-out date, Girard Management, Inc may charge us \$50 per hour for each additional hour past check out time.

Thank you,

\_\_\_\_\_  
Resident & Date

\_\_\_\_\_  
Resident & Date

\_\_\_\_\_  
Resident & Date

### **Reasons for Leaving Apartment Community**

\_\_\_\_\_  
\_\_\_\_\_  
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