



**PDF Complete**  
 Your complimentary use period has ended.  
 Thank you for using PDF Complete.

[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

**MORGAN GROUP, INC.**  
**NOTICE OF INTENT TO MOVE OUT**  
 (Delivered to owner's representative)

Apt. No. \_\_\_\_\_ Address \_\_\_\_\_

Name(s) of all residents on lease \_\_\_\_\_

Date of intended move-out \_\_\_\_\_ Date of expiration of the Lease or renewal period \_\_\_\_\_

**CHANGES IN MOVE-OUT DATE.** As provided in the Lease Agreement, no change of retraction of the move-out date may be made without written approval of owner's representative. Residents may not hold over beyond the move-out date. If the dwelling is relet to others after owner received this notice, it will not be possible to grant any requests for extension. Landlord and any new residents may rely on this move-out notice for all purposes.

**DATE OF SURRENDER.** As provided in the Lease Agreement, surrender of the dwelling unit for all purposes, including security deposit refund, cleaning, and repairs will occur when (1) all keys of all residents have been turned in where rent is paid, (2) the move-out date has expired and all residents live elsewhere, or (3) the dwelling has been abandoned as defined in the lease. Rights of possession of all residents wishing to remain is lawful only if a new lease is signed.

**EARLY MOVE-OUT AND OTHER LEASE VIOLATIONS.** As provided in the Lease Agreement, management's receipt of this notice does not constitute approval of early move-out and does not constitute a release of residents' liability for any sums due under the lease. Landlord reserves all contractual and statutory remedies for unauthorized early move-out, including accelerated rent for the remainder of the lease term, cost-of-reletting charges, late payment charges, returned check charges, damaged, attorney fees, contractual lien, utility cutoff, and liability for increased holdover rents and lease extension.

**CLEANING.** As provided in the Lease Agreement, the dwelling unit must be left in a clean condition. Please follow any written move-out cleaning instructions that may have been furnished to residents.

**FORWARDING ADDRESSES.** Please circle the forwarding address where the security deposit refund and/or accounting should be mailed. If no address is circled, it will be mailed to the first address listed.

**RETAIN RECEIPT.** After Landlord's representative signs and acknowledges receipt of this notice, the bottom of this notice should be retained by residents as verification that written move-out notice was given.

REASON FOR MOVING \_\_\_\_\_

Signature of Resident(s)  
 (Notice from one resident is notice from all residents.)

Forwarding Address of Resident(s)

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

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

Date notice was delivered \_\_\_\_\_

Date notice was received \_\_\_\_\_

By \_\_\_\_\_

*Cut here*

**OWNER'S ACKNOWLEDGEMENT OF RECEIPT OF MOVE-OUT NOTICE**  
 (To be returned to and retained by residents)

Owner acknowledges receipt of resident's notice of intent to move out as follows:

Apt. No. \_\_\_\_\_ Address \_\_\_\_\_

Date of Intended Move-Out \_\_\_\_\_

If owner approves the move-out date, the lease term will terminate on such move-out date. If owner does not approve the move-out date, resident will continue to be liable for all sums due until the expiration date of the lease or renewal periods; and owner's remedies for early move-out, nonpayment, and other lease violations will not be waived.

Owner  does  does not approve the move-out date stated above. If neither box is checked, non-approval will be presumed.

Date notice received \_\_\_\_\_ Owner's Representative \_\_\_\_\_