

**Orange County Property Management, Inc.**

16742 Gothard Street, Suite 117

Huntington Beach, CA 92647

Phone: (714) 840-1700 / FAX: (714) 847-1999

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**Notice of Intent to Vacate - Individual Tenant**

I, \_\_\_\_\_, do hereby give notice that I will be vacating the  
(vacating tenant)  
premises located at \_\_\_\_\_.  
(property address)

In conformance with the Civil Code of the state of California and/or the rental agreement which states that a written notice of **30 days** in advance of a termination must be given, I intend to move on \_\_\_\_\_.  
(move-out date)

In doing so, I realize that I am relinquishing all rights to claim any portion of the security deposit. As stated in Section 2 of the lease agreement, the security deposit will only be returned once all tenants have vacated the premises

I am fully aware that I am responsible for the rent that will cover my tenancy up until the move out date. I also understand that **rent is always due on the 1<sup>st</sup> day of the month.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

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*(This section **MUST** be completed by remaining tenants.)*

I (we), the undersigned, do hereby agree to take full responsibility of the conditions and lease agreement of the property address listed above.

If I (we), wish to move out of the unit before the end of the lease, I (we) must submit our own written notice of **30 days** in advance of a termination. Notices will go into effect **once it is received at the management company's office.**

Anyone who wishes to be added to the lease may do so once a credit check is approved by the property owner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

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Office Use Only

Terms of Current Lease Fulfilled? ☐ Yes ☐ No

Received By: \_\_\_\_\_

Date: \_\_\_\_\_