

**TERMINATION OF TENANCY NOTICE
KALLES PROPERTIES, INC. / COMPASS PROPERTY MANAGEMENT**

Date: _____

I, (please list all tenants on lease), _____

will be vacating the property I am leasing, located at _____

On or before _____.

() I am on a month-to-month tenancy, or I will be moving at the end of my lease, and this is my twenty-day notice. I understand that the notice requirement is twenty-days before the next rent due date (if there are 30 days in the month, notice must be received by the management company during business hours no later than 5pm on the 10th). I understand that if I am giving my notice late, I will owe all of the next month's rent.

() I am on a lease. I understand that my deposit is automatically forfeited and that, in addition, I owe all the costs of the vacancy to include rent, advertising, utilities, yard care, lease fee, etc. I am asking that the management company do their best to rent the property as quickly as possible.

I understand that I must make the property available to prospective tenants. I would like appointments made by calling me at _____ or the management company may show my home in my absence with their key. _____ (Initials).

I understand returning the property keys, including mailbox keys, to the management company office is the action that concludes my responsibility for the property. If I turn my keys in after 9am on the 1st, I will be responsible for an additional month of rent.

I understand any deposits funds being returned will be made out to all tenants that are on the lease unless otherwise noted and agreed upon in writing by all tenants on the lease.

Please indicate to whom the Security Deposit should be made payable to.

Name and forwarding address : _____

New telephone number: _____

All tenants on the above mentioned lease must sign in order for this notice to vacate to be valid.

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature