



COPAM Properties Inc.
143 Main Street
PO Box 158
Callery, PA 16024
info@hampshireestates.net

NOTICE OF INTENT TO VACATE

I/We understand that a 60-Day **WRITTEN NOTICE** to vacate is required as indicated by the terms of the lease agreement. A telephone conversation does not qualify as notice, nor does a written notice not signed by **ALL** leaseholders. If the below date to vacate occurs before the 60 days required, I/We will be charged rent through the 60th day. This notice will not start until all required and/or signed documentations have been received by the leasing office.

This **signed** notice can be - Mail, Email, or drop off at the leasing office.

OFFICIAL WRITTEN NOTICE TO VACATE

Lease Expiration Date _____

A 60 days written notice before the expiration of lease is being provided? (please circle) YES NO

* You will be charged rent for the 60 days at your current rental rate whether you live in the apartment or not.

Early Termination? (please circle) YES NO

* If yes, you must provide a leasing fee equal to one month's rent along with submitting this notice.

Print ALL Tenant Name(s)

Property Address

Contact Name & Phone Number (for any 24hour notification of property showings)

I/We hereby give notice of intent to vacate the above premises on: _____

I/We will return all keys and/or mailbox keys to COPAM Properties Inc. on the date above.

As stated in the lease, the Security Deposit is held as a damage deposit. I/We understand security deposit in not applicable to last month's rent. Providing I/We give Leasing office a forwarding address in writing, prior to the end of the lease, the Security Deposit will be returned to Tenant, minus any necessary deduction(s) within thirty (30) days of vacating the premises or within thirty (30) days after full term of lease has ended.

To ensure that any security deposit refund gets directly to you please leave a forwarding address. Failure to do so, will result in forfeit of any security deposit. Please note: Security Deposit refunds will be only be processed in the leaseholder(s) name(s).

Forwarding Address: _____

All utilities must remain in your name and turned on through the term of your lease responsibility. You must contact any utility companies for final reading and removal of your name.

To assist in your relocation process, please request from the leasing office, a Move-Out list that explains what needs to be done in the unit at during move-out. We do expect your apartment to be left in the same condition that it was presented to you at time of move-in.

The Signature of each and every vacating tenant is required prior to submitting.

Printed Name

Signature

Date

Printed Name

Signature

Date

TO BE COMPLETED BY OFFICE

Notice becomes effective on the date it is received by COPAM Properties, Inc.

Date Notice received: _____ Received by: _____

I/We have submitted the required leasing fee amount for breaking lease early.

Date received: _____ Amount: _____ Received by: _____