



# Potomac Housing - REALTORS<sup>®</sup>, LLC

**Realtors · Property Management**

A Full Service Realty and Housing Company Serving the Eastern Panhandle of West Virginia  
P.O. Box 1065 Martinsburg, WV 25402 t: 304-267-1556 f: 304-267-1456 toll free: 888-430-3585  
E-mail: [page.potomachousing@comcast.net](mailto:page.potomachousing@comcast.net) Carol Ann Harold/Broker

## TENANT'S MANDATORY NOTICE TO LANDLORD OF INTENTION TO VACATE

Date: \_\_\_\_\_  
Tenant(s): \_\_\_\_\_  
Phone number: \_\_\_\_\_

This notice that on **(moving)** date: \_\_\_\_\_ the undersigned intends to move from the residence at (address) \_\_\_\_\_.

The undersigned understand that the lease/rental agreement requires 30 days of advance notice, and that this represents 30 days of notice. The undersigned also understands that he/she is responsible for paying rent through the end of the notice period required in the lease/rental agreement or until another tenant approved by the management has moved in, whichever occurs first.

The undersigned understands that any deposits that he/she is entitled to will be refunded within 60 days after the premises have been vacated and all keys returned to the management, so long as the dwelling is left in the same condition as when you moved in, and undamaged.

Reason for leaving:

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

Forwarding address: \_\_\_\_\_  
\_\_\_\_\_

Tenant: \_\_\_\_\_  
Tenant: \_\_\_\_\_

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

**We would appreciate a review from you on Yelp, regarding your experience as a tenant!**