

# Intent to Vacate Property

## **Kazanjian Property Management**

520 N. Hollywood Way

Burbank, CA 91505

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

Re: Intent to Vacate

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To whom it may concern:

I am writing this letter to notify Kazanjian Property Management of my intent to vacate my apartment 30 days from the date of this letter. My final move-out date will be \_\_\_\_\_.

My forwarding address:

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

I would like to schedule a move-out / walk-through inspection of the apartment during the week of the move. If you have any questions, please feel free to contact me at the phone number or email address listed above.

Sincerely,

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