



<u>Shields</u> <u>Leasing Office</u> 3436 S. Shields St. Ft. Collins, CO 80526 Ph: 970-224-6100	<u>Taft</u> <u>Leasing Office</u> 920 S. Taft Hill Rd. Ft. Collins, CO 80521 Ph.: 970-416-2460	<u>Stanford</u> <u>Leasing Office</u> 2631 Stanford Rd. Ft. Collins, CO 80525 Ph.: 970-631-8250	<u>Redwood</u> <u>Leasing Office</u> 1331 Redwood Street Ft. Collins, CO. 80524 Ph: 970-232-9294	<u>Horsetooth</u> <u>Leasing Office</u> 1506 West Horsetooth Rd. Ft. Collins, CO. 80526 Ph: 970-698-6788
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## Notice of Intent to Vacate

Resident Name: \_\_\_\_\_

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

Apt#: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_

(W) \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Breaking Lease Agreement? \_\_\_\_\_

Yes

No

Please be advised that I/We, the undersigned, will vacate Apt # \_\_\_\_\_ in (Village) \_\_\_\_\_

On (last date of lease agreement) \_\_\_\_\_ at \_\_\_\_\_ am/pm (the check-out time).

**The reason we are vacating the apartment is- (check all that apply).**

Relocating  Rent too high  Loss of Employment  Family Matters  Other: \_\_\_\_\_

Do you currently occupy a Garage/Carport/or other Storage Locker? \_\_\_\_\_

Yes

No

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

New Phone Number: \_\_\_\_\_

- I have read or have had read to me and fully understand the following rules and regulations regarding the vacating of the residence owned or managed by Villages, Ltd./ Housing Catalyst.
- I understand I must sign and return this form at least **thirty (30) days** prior to the vacate date specified above.
- I understand that if the keys are not returned to the Villages, Ltd./ Housing Catalyst I must pay rent until the Villages, Ltd. deems the residence vacant and takes possession of the residence. In addition, I must pay **\$50** for unreturned keys.
- I understand I must pay for labor and materials necessary to return my residence to pre-occupancy condition except for normal wear and tear. This will be deducted from my security deposit, and I will be responsible for any monies owed beyond the amount of my security deposit.
- I understand the Villages, Ltd/ Housing Catalyst will dispose of any personal belongings left in the residence and I will be charged accordingly.
- I understand that if I wish to be to be readmitted in the future to any complex under the management of the Villages, Ltd., I will have to make a new application for admission. I will also need to have any previous balance paid in full before being considered for the vacancy.
- I understand that I must notify The City of Fort Collins and Xcel Gas Company of my intent to move out and pay any current balances due to them. I understand any outstanding balance not paid in full will be forwarded to a collection agency.

**IF YOU FAIL TO GIVE A FULL 30-DAY NOTICE OF INTENT TO VACATE OR YOU ARE BREAKING YOUR INITIAL LEASE TERM, YOU WILL BE CHARGED A LEASE BREAK FEE EQUAL TO ONE MONTH'S RENT, PER YOUR LEASE.**

**THE VILLAGES WILL RELY ON THIS NOTICE OF INTENT TO VACATE TO PRELEASE YOUR RESIDENCE TO ANOTHER TENANT. ACCORDINGLY, THIS NOTICE OF INTENT TO VACATE IS A VALID AND LEGALLY BINDING CONTRACT BEING MADE BY YOU TO TERMINATE YOUR LEASE AND VACATE THE RESIDENCE ON THE DATE SET FORTH ABOVE. YOU CANNOT CANCEL, REVOKE, RESCIND, MODIFY OR EXTEND THIS NOTICE OF INTENT TO VACATE FOR ANY REASON WHATSOEVER. .**

I have received an **Intent to Vacate Move Out Packet.**

\_\_\_\_\_(Resident Initials) \_\_\_\_\_(Resident Initials) \_\_\_\_\_(Resident Initials) \_\_\_\_\_(Resident Initials)

DATE AND SIGNATURE OF RESIDENT: \_\_\_\_\_

DATE AND SIGNATURE OF RESIDENT: \_\_\_\_\_

DATE AND SIGNATURE OF RESIDENT: \_\_\_\_\_

DATE AND SIGNATURE OF RESIDENT: \_\_\_\_\_

**\*\*\*All adult lease holders must sign this Intent for it to be valid.**