



JOHNSON & GLAZEBROOK, INC.
1807 William Street, Fredericksburg, VA 22401
(540) 372-4444 / FAX: (540) 373-9848

NOTICE TO VACATE

IMPORTANT REMINDERS:

- *In order for notice to be valid, Every tenant on lease must sign providing/acknowledging notice to vacate.
- * Proper sixty-day notice is required – Date notice given is the date this form is received by our office.
- *ALL Personal Property and trash must be removed from the property by the move-out date. Anything left at the property (interior/exterior) will be considered abandoned and disposed of by landlord/management and any charges incurred will be tenant responsibility.

Today is _____,
(Today's Date)

I/We hereby give notice to vacate _____,
(Property Address)

And I/We will be completely vacated and all personal property will be removed by _____.
(Move-out Date)

CONTACT PHONE NUMBERS:

Cell: _____ Cell: _____ Home: _____

Additional phone numbers, if any: _____

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Forwarding Address: _____

Reason for Moving: _____

| |
|------------------------|
| OFFICE USE ONLY |
| Date Rec'd: _____ |
| Rec'd By: _____ |