



NOTICE TO TERMINATE LEASE

Tenant: _____ Phone #: _____

Tenant: _____ Phone #: _____

Address: _____

Date Vacating the Property: (mm/dd/yy): _____

Are there any animals in the unit?: _____

Do you prefer a text or a call when showing your unit?: _____

What is your forwarding address? _____

Leslie and Associates, Inc. will begin advertising and marketing for the unit upon receiving this notice. We will not consider it to be a **valid** notice unless it is completely filled out. When making appointments to show the apartment, you will be given at least a two-hour notice or more if possible. All appointments are accompanied by a Leslie and Associates, Inc. leasing representative and will be performed during normal business hours (Monday-Friday, 8:30am – 5:30pm). We do not make appointments after 5:30pm or on the weekends.

For leaseholders who are currently on a **month-to-month** basis or have completed their initial term, notices are due **by the first of the month**. Any notices received after the first of the month will not take effect until the first of the following month. If tenant(s) are moving out on a day other than the last day of the month and staying over into the next month, the tenant(s) will be responsible for the entire next month's rent. If unit is vacant and released prior to the first day of the following month, the previous tenant(s) will be reimbursed for the days that the unit is re-leased.

For leaseholders who are **breaking** their initial or existing **lease**, all tenant(s) are required to complete a release form in addition to this notice. Tenant(s) are still responsible for the unit (rent, utilities, etc.) until is re-leased.

Signature: _____ Date: _____

Signature: _____ Date: _____



www.leslicandassoc.com

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