

THE A. W. GERDSEN COMPANY

MOVE-OUT NOTICE

Date of Notice: _____

Tenant Name: _____ Phone: _____

Building and Apartment: _____ Move-Out Date: _____

- 60-Day Notice (Applicable after staying 12 months or more)
- 90-Day Notice (Required within the first 12 months of lease agreement)
- Other: _____

What was your reason for leaving?

Did you enjoy living in our buildings?

Do you have any suggestions for us?

Forwarding address (security deposits returned within 30 days of move-out):

Apartment Showings: Per the terms of your lease, we will schedule showings of your apartment to prospective tenants during the 30 or 60 day period before your move-out, and we will always call to give you advance notice of the showing. Although showings may take place in the late afternoon, early evening, or on weekends, please let us know what time(s) you are generally at work, school, or away from your apartment that would be a good time to show your apartment: _____.
Please let us know what phone number is best to call prior to the showing: _____.

Signature _____

Move-Out Notice must be sent in writing by the 1st of the month.
Please fax this form to 861-6603, or deliver to our office at 3411 Clifton Avenue.

OFFICE USE ONLY

Date Received: _____ Initials: _____

Comments: _____