

## 30 DAY NOTICE TO VACATE

To ensure your security deposit can be effectively processed we need this form filled out completely. All information is required.

Tenant Name(s): \_\_\_\_\_

Address to be vacated: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ E-mail: \_\_\_\_\_

I (we) hereby give notice that I (we) will vacate the above described property on \_\_\_\_\_.

**\*RENT WILL BE CHARGED UNTIL KEYS ARE TURNED INTO THE OFFICE or TO THE MANAGER**

Reason for Moving:

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

Forwarding Address:

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

No checks will be mailed out *unless* we have a forwarding address.  
Checks are made out to all residents as names appear on Rental / Lease Agreement.

Today's Date: \_\_\_\_\_

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

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

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

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

PLEASE EMAIL OR MAIL THIS FORM TO THE OFFICE. [tasha@pacificdiversified.net](mailto:tasha@pacificdiversified.net)

OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOGGED: \_\_\_\_\_

MEMO TO OWNER: \_\_\_\_\_

MEMO TO MGR: \_\_\_\_\_

SECURITY DEPOSIT INFO TO TENANT? YES \_\_\_\_\_ NO: \_\_\_\_\_

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