



## TENANT NOTICE TO VACATE

I/We, the Tenant(s) of the property located at \_\_\_\_\_, do hereby give my/our notice of intent to vacate and surrender the above named property on \_\_\_\_\_. I/We will remove our personal belongings and surrender possession **by returning the keys and remotes to the 24 Doors Property Management office: 4624 Saint Amand Circle, Fort Worth TX 76126**, on or before the above date.

I/We understand that receipt of this notice does not constitute approval of early move out or release me/us from any money due under our lease agreement.

I/We understand that our lease agreement requires us to give a minimum of 45 days **WRITTEN** notice to vacate and that rent will be due through the end of the lease term.

As agreed to in the lease agreement, I/We agree to clean and make the premises accessible to prospective residents at any and all reasonable times, whether present or not.

Please complete the below instructions to complete your notice to vacate:

1. Log into your portal.
2. Select Contact Us on the left side of the page.
3. Click on REQUEST NOTICE TO VACATE
4. Enter your move-out date. (even if you move out before the end of the month, your rent is due through the end of the month, the last month is not pro-rated)
6. Enter your forwarding address.
7. Select how you would like to receive your funds, and if by ACH, enter your correct banking information \*
8. Last and most importantly, click SUBMIT.

\*There is NO way to cancel or amend a payment once it has been sent electronically. Please double-check that you have entered the information correctly to ensure delivery of your funds.