



Northern Management  
*Real Estate Services*

## Northern Management Notice to Vacate

1725 West St Germain P.O. Box 7792 St. Cloud, MN 56302  
Phone: 320.255.9262 Fax: 320.255.9282

Date: \_\_\_\_\_ Apartment Complex: \_\_\_\_\_ Complex Bldg & Apt #: \_\_\_\_\_

Resident Name(s): _____ _____	Telephone #: _____ _____	Forwarding Address (if known): _____ _____
-------------------------------------	--------------------------------	--

I hereby give my notice to vacate the apartment stated above on

\_\_\_\_\_, **20** \_\_\_\_\_

I understand that the giving of this notice does not relieve me of any liability that I may have under my present lease agreement, and that per the terms of my lease agreement, a 60 written notice received by 1<sup>st</sup> of the month is required in order to properly vacate the premises. I am also aware that my lease term expires on the \_\_\_\_\_ day of the month. All of my belongings must be removed, all cleaning must be completed and all keys must be turned in by noon on the \_\_\_\_\_ day of the month. I understand that Northern Management will conduct a pre-inspection on my unit prior to my vacate date and that the final move out inspection will be conducted by Management after noon on the \_\_\_\_\_ day of which I am vacating. I am aware that I am not required to be present for either of these inspections, but can coordinate directly with the Property Manager of the building if I wish to be present. On a joint lease, notice from one resident is considered notice from all unless otherwise arranged with management.

- Proper Notice: Management has received this written notice on or before the 1<sup>st</sup> day of the month, 60 days prior to the lease expiration date. On a month to month lease, the notice goes into effect the 1<sup>st</sup> of the following month and relieves the resident in 2 months.
- Improper Notice – Resident understands that they are liable until their lease ends on \_\_\_\_\_
- Subleasing Options – Resident received a subleasing brochure and this option has been explained to them.
- By giving notice, resident understands that management will start showing the unit to prospective renters. Management will give as much notice as possible before showing the unit. Management will leave a door tag any time the unit is shown if the resident is not present.
- Procedures – Resident received a move out & cleaning checklist and phases of move out sheet and this information has been explained to them. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

Reason for vacating: \_\_\_\_\_

***Northern Management would like to thank you for renting from our organization. We hope that your stay at our complex was a pleasant one and we invite you to contact our office again for any future housing needs!***