

REFUND VERIFICATION
NOTICE OF INTENT TO VACATE

Address of where you are moving out of:

Los Angeles, 90007

(Building Address) (City) (Apt.Number)

You are hereby advised that the undersigned will vacate the above apartment on _____ for the following reason:

This notice includes any and all persons residing in the above apartment. The date given above is definite vacating date, and you are hereby authorized to show the premises to prospective tenants if you so desire. I understand that this notice does not relieve me of responsibility to pay rent during the period of the notice and further, that any SECURITY DEPOSIT HELD ON MY BEHALF SHALL NOT BE USED AS RENT.

(Tenant) (Tenant)

Send accounting of my deposit to:

Remarks:

Received by : _____ Date Received by Manager _____
(Resident Manager)

CHECK OUT REPORT

Current Rent \$ _____ Tenant Name _____

Actual Date Moved Out _____

Damages Chargeable to Tenant _____

Total \$ _____

Cleaning Chargeable to Tenant _____

Total \$ _____

Keys or Other Charges to Tenant _____

Total \$ _____

Default in Rent (if any) Dates From _____ to _____

Total \$ _____

TOTAL CHARGES \$ _____

Manager Date Property Supervisor Date

DISPOSITION OF SECURITY DEPOSITS

Amount of Security Deposit/Remote Deposit \$ _____

Rent Refund (if any) Dates from _____ to _____ \$ _____

TOTAL CREDITS \$ _____

TOTAL CHARGES \$ _____

Balance Due Owner:

Mail to: **PROPERTY MANAGEMENT ASSOCIATES**
6011 Bristol Parkway
Culver City, Ca. 90230
323-295-2000

BALANCE DUE TENANT \$ _____

BALANCE DUE OWNER \$ _____

Balance Due Tenants: Paid by Check Number: _____ Date _____ AMOUNT \$ _____