

# MEMO-Letter

**amber properties co.**

**amber apartments**

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111125 -0204

## Move-out Notice

Date: \_\_\_\_\_ , \_\_\_\_\_

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

Address: \_\_\_\_\_ apt \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

The tenant(s) residing at the above address is/are giving notice of move-out for not later than

\_\_\_\_\_, \_\_\_\_\_. \* A brief reason for moving is \_\_\_\_\_

\_\_\_\_\_.

Pets?      Yes / No      Dog / Cat

The forwarding address to which the security deposit should be mailed is:

\_\_\_\_\_

\_\_\_\_\_

Tenant(s) \_\_\_\_\_

\_\_\_\_\_

**\*All move-out dates must be only month-end (the last day of the calendar month), or mid-month (the 15<sup>th</sup> day of the calendar month).**