

# MOVE-OUT NOTICE

*GrandMarc at Westberry Place  
2855 W Bowie St.  
Fort Worth, TX 76109*

TO: GrandMarc at Westberry Place

FROM: \_\_\_\_\_  
Printed Name of Resident

\_\_\_\_\_  
Apartment #                      Bedroom#

THIS IS TO ADVISE YOU THAT I WILL BE VACATING MY APARTMENT ON \_\_\_\_\_ (DATE).

MY LEASE EXPIRES ON \_\_\_\_\_ (DATE) AT 12PM NOON.

REASON FOR VACATING IS: \_\_\_\_\_

I UNDERSTAND THE FOLLOWING REGARDING MY MOVE OUT:

- ✓ All conditions of my Rental Lease Agreement and contract must be fulfilled.
- ✓ Apartment is to be returned in the same condition as when leased. Normal wear and tear is accepted but unit must be clean and free from damage. Charges will be made in accordance with the MOVE-IN/ MOVE-OUT CHECKLIST.
- ✓ Keys to the Apartment, Bedroom, & Mailbox, as well as the Parking Decal and Garage Remote (if applicable) along with any other Apartment Community Property must be returned on or before the Move-Out inspection has been completed.
- ✓ Updated contact information must be filled out below if different from what was listed on your lease:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-Mail Address

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

\_\_\_\_\_  
Date

**GM STAFF USE ONLY** (Initial if received)

Key Fob \_\_\_\_\_ Bedroom \_\_\_\_\_ Mailbox \_\_\_\_\_ Parking Decal \_\_\_\_\_ Garage Remote \_\_\_\_\_