



## NOTICE OF INTENT TO VACATE

**DATE:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

I hereby notify Ventura Avenue Self Storage that I intend to vacate the space I now occupy on \_\_\_\_\_  
**date**

I do understand that I must notify the office when I vacate my space by completing the rest of this notice (usually on the last load out). This is per my agreement with Ventura Avenue Self Storage.

I do understand that this notice will only be good for 30 days from the original date above. I understand that after the 30<sup>th</sup> day I must renew this notice and that the old notice will be void.

I do understand that in order to receive my full security deposit refund, I must sweep out and leave the unit completely rentable with no damage and no items left in it. (Judgment of this to be done by the managers.) If I do not abide by this, I understand that all or part on my security deposit will be retained as a clean up fee. If damage or clean up is more costly than the deposit left, I clearly understand that I must pay the balance.

**X**

\_\_\_\_\_  
Tenant Signature

## CONFIRMATION OF DEPARTURE

I hereby acknowledge that I have vacated and left rentable unit # \_\_\_\_\_ as of \_\_\_\_\_

**RETURNED HALL KEY?**      **NO** \_\_\_\_\_      **YES** \_\_\_\_\_

**X** \_\_\_\_\_  
Tenant Signature

**X** \_\_\_\_\_  
Manager Signature

**Refund address:** \_\_\_\_\_

Name \_\_\_\_\_

Street address \_\_\_\_\_

City/Zip \_\_\_\_\_