



Tenant Placement • Management • Property Care



30 Day Notice to Vacate

Date: _____

To: Portola Property Management

Please take this notice as intention to vacate the residence located at:

I (We) understand that the Lease/Rental Agreement states that I (We) must provide a 30 day written notice to vacate.

I (We) will vacate the premises on or before this date: _____

I (We) request the return of the security deposit to be forwarded within 21 days of vacating the premises to the following address:

If you have any questions, please contact me at _____

All occupants 18 years or older must sign below before notice is accepted,

Date: _____

Date: _____

Tenant's Name: _____

Tenant's Name: _____

Tenant's Signature: _____

Tenant's Signature: _____

Date: _____

Date: _____

Tenant's Name: _____

Tenant's Name: _____

Tenant's Signature: _____

Tenant's Signature: _____

For office use only:

Received by: _____

Date: _____

Entered: _____