



*Tenant's Intent to Vacate* (Adapted from TXR-2218)

To: \_\_\_\_\_ (Landlord)

From: \_\_\_\_\_ (Tenant)

Re: Lease concerning the Property at \_\_\_\_\_

**Tenant's Notice of Intent to Vacate:** The above-referenced lease ends on \_\_\_\_\_ (date). Tenant will vacate the property on \_\_\_\_\_ (Move-out Date).

**MOVE-OUT REMINDERS**

1. Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
2. Provide written notice of Tenant's forwarding address. If known at this time, please provide below.

\_\_\_\_\_

Street	City	State, Zip
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3. Leave the Property in a clean condition, free of all trash, debris, and any personal property.
4. If Tenant's Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord's approval.
5. Tenant must comply with any other Landlord Move-out requirements.
6. If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 22 of the Lease.
7. Landlord's right to place a sign on the Property, show the Property, or place a keybox on the Property applies pursuant to Paragraph 14 of the Lease.

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated

_____	_____	_____	_____
Tenant	Date	Tenant	Date

Under normal circumstances the walk thru inspection will be done on the business day following the date your lease terminates. All move-out preparations should be complete on the date of your termination. We may be able to perform the walk thru early at your request with advance notice. Be advised: once we do the walk thru the property is considered surrendered and you will not be allowed back in for any reason. At the time of the walk thru the property will be re-keyed. Surrendering the property early does not entitle you to any prorated rent. Texas Property code allows us 30 days from the day you vacate to complete the itemization and refund any portion due to you provided you leave us a forwarding address

**Return this Notice to Bella Real Estate, Inc., Property Manager for Landlord**  
**Via Mail:** 2501 W William Cannon Dr, Bldg 2, Suite 207, Austin TX 78745  
**Via Email:** [leasing@bellapm.com](mailto:leasing@bellapm.com)