



RMS Team *at*
RE/MAX Center

Residential Management Services

1140 Old Peachtree Road, Suite D • Duluth, GA 30097
678-804-2468 • www.rmsteam.com

TO: RMS Team at RE/MAX Center
1140 Old Peachtree Rd., Suite D
Duluth, GA 30097
Phone: 678-804-2468 Fax: 678-804-2443
Email: rms@rmsteam.com

Date: _____

FROM: _____ Lessee(s)

In accordance with the lease agreement to give a sixty (60) day notice to vacate, NOTICE IS HEREBY GIVEN that the premises located at _____ will be vacated on or before _____.

IT IS UNDERSTOOD AND AGREED that failure to comply with this notice will obligate the lessee(s) for any loss or damage suffered by Management, the property owner (landlord), or by a new tenant deprived of possession by the failure to vacate the property as agreed.

It is acknowledged that Management has the right to show the property to prospective tenants during the notice period as outlined in the lease.

It is agreed that all keys to the property along with gate remotes, HOA access keys and/or cards, and any mailbox keys are to be returned to the office of Management after removing all possessions from the property. Garage remotes are to remain at the property if applicable. It is acknowledged that if keys are left at the property, possession will not be considered returned and a daily pro-rated rent will be charged for each day until the keys are returned. It is further agreed that the property will be freshly cleaned, all lawn maintenance required recently completed, carpets professionally cleaned (with receipt provided with keys per the lease), and all trash and personal items removed from the property completely.

LESSEE

LESSEE

Notice to Vacate Accepted by: _____
RMS Team at RE/MAX Center, Agent Date