

**NOTICE OF INTENT TO VACATE**

To: Rental Management Services, Inc. (505) 898-1188

From: \_\_\_\_\_

Please be advised. We intend to vacate the residence located at: \_\_\_\_\_

**WE/I WILL BE VACATING ON**

I understand that our "Residential Lease Agreement" and the New Mexico Uniform Owner-Resident Relations Act stipulates that I must give Thirty (30) day notice, **including the day the rent is due**, to inform you of my intention to vacate the residence listed above. By placing my signature on this form, I understand I am giving Rental Management Services, Inc. permission to lease the above residence and that I must vacate on or before the date given above. **In the event the house is not ready for occupancy on the stated date and the house has been re-leased, I will accept full responsibility for all lodging and storage expenses until the new tenant can move into the property listed above.**

In the event I am giving notice to vacate and I am breaking the terms of my lease, I acknowledge I am responsible for payment of the rent each month, on the date due, through the end of the lease or until another tenant, approved by the brokerage have taken possession of the property, whichever occurs first.

**I UNDERSTAND MY DEPOSIT MAY NOT BE USED FOR MY LAST MONTHS RENT.**

If I am breaking my lease, a re-leasing fee of \$200.00 payable to Rental Management Services, Inc. is due and payable with this notice.

Any prepaid rent due me and my deposit, along with a complete list of deductions, if any, are to be returned **within 30 days after my tenancy has expired**. The tenancy will expire on the date the residence is re-leased or the last day of the lease period, whichever occurs first.

I acknowledge I am responsible for making an appointment with a representative of Rental Management Services, Inc. for a **Move-out Inspection**. The keys and possession of the property will be turned over to the inspector and no further access to the property will be allowed after that time. **The carpets must be Professionally Steam Cleaned and the invoice must be presented to the inspector at the move-out inspection.** Failure to present the invoice could result in you being charged for carpet cleaning.

I acknowledge I am responsible for utility charges incurred to prevent plumbing in the residence from freezing or dehydration of the lawn/plants until the end of the tenancy. I also acknowledge responsibility to pay all utility charges that could result in a lien being placed on the property during the tenancy -, i.e., water, sewer, and/or refuse service.

My Forwarding Address is \_\_\_\_\_

As stated in the New Mexico Uniform Owner-Resident Relation Act and in accordance with the rental agreement, I agree to allow agents from Rental Management Services, Inc. to show the residence to prospective Tenants. **IF I HAVE A PET, I WILL MAKE ARRANGEMENTS TO ISOLATE THE ANIMAL TO ALLOW THE RESIDENCE TO BE SHOWN.**

Please call \_\_\_\_\_ or \_\_\_\_\_ to make an appointment.

**If no one can be reached at the numbers given, a pass key may be used to show the residence.**

**If you have any questions concerning this form, contact R.M.S.I. for help.**

**Note: All parties to the lease must sign this form.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_