



1229 N. VALLEY MILLS DRIVE, SUITE 233, WACO TX 76710 PHONE (254) 741-1027 FAX (254) 741-1275  
INFO@SHAMROCKMGT.COM

### Notice of Tenant’s Intent to Vacate

TENANT NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

The above-referenced lease ends on \_\_/\_\_/\_\_\_\_. Tenant intends to vacate the property on \_\_/\_\_/\_\_.

**NOTE: Per your lease, your notice is considered effective as of the LAST day of the month FOLLOWING the month in which notice is given. We will not accept notice for a date other than the last day of the month and we do not prorate rent for the last month. Refer to your lease for penalties that may be assessed if you intend to default on your lease by surrendering the property prior to the expiration of your lease term.**

(Check if applicable) Tenant is exercising Tenant’s rights of early termination according to the Texas Property Code sections listed below and has attached the proper documentation to this notice (it is your responsibility to determine what documentation is required):

- 92.017 Military
- 92.016 Family Violence
- 92.0161 Sex Offenses or Stalking

#### MOVE-OUT REMINDERS

1. Return all keys to the office (you may drop them in an envelope with your name and address in the after-hours box). You will be charged \$50 if keys are not returned by the day after your move-out day.
2. Leave all garage door openers on the kitchen counter. DO NOT BRING GARAGE REMOTES TO THE OFFICE.
3. Leave the property in a clean condition, free of all trash and personal property, and turn in receipts for carpet cleaning or other professional cleaning with your keys at move-out. See Cleaning List for additional tips.
4. If your move-out date changes, you must notify Shamrock Property Management immediately IN WRITING and obtain approval.
5. If you fail to move out by the stated date, you will be liable for any holdover rent as specified in your lease.
6. To ensure a refund of your security deposit, you must provide your forwarding contact information. Security deposit refunds will be made payable to all tenants named in the lease and mailed to one address.

NEW ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_