

Preferred Property Management, LLC
P.O. Box 2162
Parker, CO 80134-2162
720-842-1833 Office/720-851-8971 Fax



PREFERRED
PROPERTY
MANAGEMENT

Reference: Intent to Vacate

Dear Preferred Property Management, LLC

This letter is to notify you of my/our intent to vacate the following residence:
(CURRENT ADDRESS & PHONE NUMBER)

Please, send an exit package to my current address. The above listed address will be vacant as of _____, 200__. Please, forward security deposit and all other inquiries to: (FORWARDING ADDRESS & PHONE NUMBER)
(Initial below, only if you are breaking your lease).

_____ I am authorizing Preferred Property Management, LLC, to help me find a replacement resident for my rental property. I have read and agree to the terms and conditions of the Lease Breaking Policy as set by Preferred Property Management, LLC. I am aware that if I am vacating before the term of the lease expires, I am responsible for: rent, utilities, advertising, showing fees, maintenance, loss of any revenue to the owner and/or Preferred Property Management, LLC, any additional cost incurred on by behalf, and for 1/2 of one months rent, in addition to the rent (to be paid to Preferred Property Management, LLC).

Thank you,

Resident:

Resident:

This day: _____, 200__.