



BAUER PROPERTY MANAGEMENT, LLC

241 W. 8TH STREET
ERIE, PA 16501
PHONE: (814) 790-4964
FAX: (814) 459-0995

Intent to Vacate

1. We appreciate you abiding by your lease terms and giving notice.
2. Please note that a tenant may not give up their security deposit instead of paying the last month's rent.
3. As per your lease, if you are terminating your lease early, please be reminded that liquidated damages in the equivalent of two month's rent will be charged to your account and is due at the time of Move-Out.
4. As per your Security Deposit form, please be advised that early termination also results in the forfeit of your security deposit; therefore, if there are cleaning and repair charges at move-out, the balance will be added to your account.

Please complete and return this form to the management office:

241 west 8th Street
Erie, PA 16501

I, _____, being the tenant, will vacate the apartment located at _____, not later than _____. My apartment will be ready for the Move-Out Inspection* at this time.

***I understand that it is my responsibility to schedule a prior Move-Out inspection. I will call to make an appointment with Chris Romanowicz, Maintenance Supervisor, at 814-860-6697. I further understand that, if I wish to be present at the final Move-Out Inspection, it is my responsibility to call Chris Romanowicz and schedule another appointment.**

My forwarding address _____

Home Phone Number _____

Cell Phone Number _____

Reason for Vacating _____

(Please use the back for additional comments.)

Signature: _____ Date: _____