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NOTICE TO TERMINATE LEASE

Tenant: _____ **Phone #:** _____

Tenant: _____ **Phone #:** _____

Address: _____

Date Vacating the Property: (mm/dd/yy) _____

Are there any animals in the unit? _____

Leslie and Associates, Inc. will begin advertising and marketing for the unit upon receiving this notice. We will not consider it to be a **valid** notice unless it is completely filled out. When making appointments to show the apartment, you will be given at least a two-hour notice or more if possible. All appointments are accompanied by a Leslie and Associates, Inc. leasing representative and will be performed during normal business hours (Monday – Friday, 8:30am - 5:30pm). We do not make appointments after 5:30 pm or on the weekends.

For leaseholders who are currently on a **month-to-month** basis, notices are due **by** the **first** of the **month**. Any notices received after the first of the month will not take effect until of the first of the following month. If tenant(s) are moving out on a day other than the last day of the month and staying over into the next month, the tenant(s) will be responsible for the entire next month's rent. If the unit is vacant and re-leased prior to the first of day of the following month, the previous tenant(s) will be reimbursed for the days that the unit is re-leased.

For leaseholders who are **breaking** their initial or existing **lease**, all tenant(s) are required to complete a release form in addition to this notice. Tenant(s) are still responsible for the unit (rent, utilities, etc.) until it is re-leased.

Signature _____

Date _____

Signature _____

Date _____



www.leslieandassoc.com

P.O. Box 8757 (28814-8757) 265 Charlotte Street Suite No. 2 Asheville, North Carolina 28801

T 828-253-1517 or 828-693-8069 F 828-253-0737