



Move Out Notice Retraction or Date Revision Form

Today's Date: _____

Resident Name: _____

Property Address: _____

Phone Number: _____

I have already submitted my proper, 30 day written notice of my intent to vacate the property listed above. Due to a change in my circumstances, I would like to:

Retract my move out notice and renew my lease. (Please attach your lease renewal notice that was mailed to your property with your renewal option circled).

Extend my move out date to _____.
(date)

I understand that all efforts to accommodate my move out notice retraction or date revisions will be made.

I also understand that there is a possibility that my current home has been pre-leased and my request may not be approved. Should this be the case, I am still required to vacate the property listed above by midnight of the date listed on my original written move out notice of intent to vacate.

Resident Signature

Resident Signature

FOR OFFICE USE ONLY

DATE RECEIVED: _____

APPROVED BY: _____

DENIED BY: _____

REASON FOR DENIAL: _____