

Date: \_\_\_\_\_

Rental Management Company  
PO Box 11056  
Fayetteville, NC 28303

To whom it may concern,

Please accept this as my/our notice to terminate tenancy at the following address:

\_\_\_\_\_ effective \_\_\_\_\_.

I acknowledge that my lease expires on \_\_\_\_\_ and if I vacate the property prior to the expiration of the lease I will be responsible for the rent until a new tenant is procured.

Please schedule my move out inspection for \_\_\_\_\_.

A \$35.00 no show fee will be assessed if I fail to reschedule, or miss my scheduled move appointment.

I understand that agents of Rental Management Company will check me out of the property, and that I will be responsible for the cleaning and repairs as noted on my checkout form.

I further understand that North Carolina Public Laws state that Security Deposits should be refunded within 30 days of actually vacating the property. If the property does not meet minimum standards, any appointments are broken without sufficient notice, or the utilities are not left on for the inspections, I will be assessed a \$50.00 service fee for each additional visit.

\_\_\_\_\_  
Tenant-Print name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date received at RMC

\_\_\_\_\_  
Received at RMC by

\_\_\_\_\_  
Date cleaning letter sent

\_\_\_\_\_  
Date letter sent to owner