

# G&G Properties

1880 N. Willow Ave., C-1 Cookeville, TN 38501  
Phone 931-526-9030 Fax 931-526-9053  
gandgprop.com

## Move Out Information & Forwarding Addresses

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

Apartment Complex: \_\_\_\_\_

Address: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Do not put furniture or large objects in or by dumpster  
Do not leave items in the residence to haul away  
Leave shower rods in bathrooms  
Ensure smoke alarm batteries are operational  
Empty cabinets and closets

Check deck for items  
Flush all commodes before leaving  
Pull up blinds in front windows before leaving  
EMPTY refrigerator BEFORE turning power off  
Return all keys for property and mailbox

Please provide forwarding address(s) below for all tenants so that we can return the deposit to the correct address(s). When all tenants are out please return this sheet to our office along with the keys. If we are closed please use an envelope identifying your apartment number, and place keys and form in the night drop on the north side of our building.

Please note that additional charges may be applied if property has excessive wear and tear, or items left behind. **G & G Properties is not responsible for any items left in the residence after keys are returned.**

Thank you for renting from G & G Properties.

Tenant 1: \_\_\_\_\_

name forwarding address

Tenant 2: \_\_\_\_\_

name forwarding address

Tenant 3: \_\_\_\_\_

name forwarding address

Tenant 4: \_\_\_\_\_

name forwarding address

Cut along the line below and turn in the bottom portion for your 30 day Notice to Vacate. Keep the top to turn in with your keys when you vacate.

## 30 Day Notice to Vacate

I/we the undersigned Tenant(s) residing at \_\_\_\_\_, hereby give the required 30 day notice to vacate the residence on or before \_\_\_\_\_. We have met the terms of the Rental Contract (apartment: 10 months; house/duplex 12 months). We further understand that with this **Notice To Vacate**, G&G Properties will make the residence available to rent after the move-out date I/we have given.

		<u>Was your rent Automatically Draft?</u>	
		YES	NO
Sign: _____	Date: _____	YES	NO
Sign: _____	Date: _____	YES	NO
Sign: _____	Date: _____	YES	NO
Sign: _____	Date: _____	YES	NO

\*\*All roommates must sign.