



Notice of Intent to Change the Lease

Date: _____

To: William C. Smith & Co., Inc.

From: _____

Address: _____ Apt #: _____ Parking #: _____

☐ Please be advised I will NOT be vacating this apartment but am authorizing a change in lease understanding the unit will remain in "As Is" condition. If requesting an add-on, please list the name of each additional Leaseholder and Guarantor (where applicable) requested:

_____.

☐ Please be advised that I will be vacating this apartment effective _____.

My/our reason for moving is:

_____.

The date given above is a requested vacating date. I understand the giving of this notice does not release me from any liability I may have under my present rental agreement.

I acknowledge the security deposit stays with the unit and is not refunded to anyone at the time the new lease addendum is signed. The security deposit is refunded to the remaining Tenants when the lease is terminated and all Tenants have vacated. The security deposit will be refunded as long as the refund conditions have been met and the rent is paid in full.

Signed

Date
