

This form is provided as a convenience to properly terminate a lease agreement with Swan Management, Inc.  
Please print, complete and mail or fax this form to our office.  
Please review this notice and your lease agreement prior to submitting this notice.

**30 Day Notice to Terminate**

Tenant Name: \_\_\_\_\_

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

Date of Notice: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date Received: \_\_\_\_\_ Work Phone: \_\_\_\_\_

This letter will serve as my 30 notice to vacate the above named property. I understand that I must follow the check out procedures as outlined in my lease agreement and move-out instructions.

The date on which I will surrender the property and keys will be \_\_\_\_\_

I understand that pursuant to my lease agreement that I must meet the following conditions:

- 1) keys and remotes must be turned in by the close of business on the date listed above.
- 2) my forwarding address must be supplied.
- 3) this notice must be delivered 30 days prior to the end of my lease agreement.
- 4) if this notice is given on a day other than the first day of the month, the renewal will terminate on the last day of the month following the month in which the notice is given.

Additional information:

Your lease automatically renews on a month to month basis unless otherwise notified in writing.

Tenants are not permitted back on a property after vacating.

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

\_\_\_\_\_  
Date