

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

BBL Property Management LLC  
125F Trade Ct, #2  
Mooresville, NC 28117

Re: Notice of Intent to Vacate

Dear BBL Property Management,

I am writing to inform you that I/we will be vacating the rental premises listed below:

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

☐ My lease will end on \_\_\_\_\_. I/we will not be renewing the lease and, accordingly, plan to vacate the premises on or before \_\_\_\_\_. This notice provides you with at least 45 days notice as required by the rental agreement.

☐ My lease will end on \_\_\_\_\_. I/we will be vacating on \_\_\_\_\_ which is prior to the end of my lease term. This notice provides you with at least two calendar months notice as required by the rental agreement. In addition, I understand that an Early Termination Fee equal to two (2) month's rent will be added to my account. This fee will be paid prior to vacating and will not be taken from my security deposit.

After I have cleaned and vacated the premises, I will notify you and leave the keys as instructed.

My forwarding address to receive my security deposit is:

\_\_\_\_\_.

If you have any questions about this notice, you may contact me by phone at \_\_\_\_\_ or by email at \_\_\_\_\_. This letter has been signed by all adults listed on the lease. Thank you for your time.

Regards,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Please email this completed form to [jessbarish@gmail.com](mailto:jessbarish@gmail.com). Be sure you receive a reply indicating it has been received.