**Pre-Lease Notification**

DATE

NAME

ADDRESS

ADDRESS

UNIT NUMBER

Dear :

According to our records, your scheduled move out date is .

Your apartment has been pre-leased and the new resident will be moving in on .

In order to ensure a smooth transition for all parties, it is very important that your apartment be vacant and the keys turned in on the move out date specified above. If, for any reason, you anticipate a change in this date, please notify us, in writing, within forty-eight (48) hours as the Property Manager must approve any changes in your move out date.

Should you have any questions, please contact our office. Thank you in advance for your cooperation.

Sincerely,

NAME OF PROPERTY

SIGNATURE OF OWNER'S REPRESENTATIVE

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.