



TO: KELLAR REALTY AND PROPERTY MANAGEMENT INC

FROM:

DATE:

PROPERTY ADDRESS:

Please accept this letter as my formal notification of intent to vacate the above premises by end of business on (date):

As per the terms of my signed lease, I understand that I am responsible for the home condition at move out and will complete the move out procedure.

Keys and receipts for professional carpet cleaning will be delivered back to the office at the following address: 2219 County Rd 220, Suite 318, Middleburg, FL 32068.

SIGN:

PRINT NAME: