



**Top Shelf**

3408 Woodland Ave. Suite 403  
West Des Moines, Ia 50266  
Phone: 515-664-8252 Fax: 515-223-1233

**30 Day Notice to Vacate**

I (We) \_\_\_\_\_ agree to vacate the property located at \_\_\_\_\_ on or before \_\_\_\_\_ and we realize that additional rent will be due and payable for each day that I (we) remain in the property after said date.

I (We) also agree to return \_\_\_\_\_ set(s) of keys and any garage remotes to Management One's office on said date and realize that a locksmith charge will be deducted from my (our) security deposit if \_\_\_\_\_ set(s) of keys and garage remotes are not returned.

I (We) further agree to cooperate fully with Top Shelf in showing the property to new prospective residents.

**Signatures of all persons on the lease must be on this notice before it will be processed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I (We) are vacating due to: \_\_\_\_\_

My (Our) forwarding address is: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_