



COMPASS PROPERTY MANAGEMENT, LLC

Date: _____

Intent to Vacate Rental Unit

Resident Name(s): _____

Address: _____

Date of move out: _____

Move out Checklist

I acknowledge that I have received a move out list stating what is required of me during my move out regarding:

Changes in Move out date

Returning Keys

Early move out and other lease contract violations

Hold Over

Cleaning

Forwarding Address

Notice of Utility Shutoff

Security Deposit Return

Forwarding Address

Deposit information and other correspondence will be sent to this address:

***Please list additional names and addresses on back of form.**

***All lease contract signers must sign Intent to Vacate form.**

Name(s) : _____

Address: _____

City: _____ State: _____ Zipcode: _____

Tenant Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

You may be contacted now at:

Reason for Moving: _____

Cell phone: (____) _____

Home phone: (____) _____

Work phone: (____) _____

***** Return this form to the office*****

Mailing address: 906 S Division, Grand Rapids, MI 49507

Ph: (616) 452.4200 Fax: (616) 825.5900

Email: info@compass101.com www.compass101.com