

**MOUNTAIN VISTA COMMUNITIES**  
**30 DAY NOTICE OF INTENT TO VACATE**  
*(Must be submitted with current orders or proper documentation)*

I, \_\_\_\_\_, currently residing at \_\_\_\_\_,  
 (Printed Name) (Address)

hereby give thirty-day (30 day) notice of intent to vacate my home. Number of Bedrooms: \_\_\_\_\_.

I will be vacating my home on \_\_\_\_\_.  
 (Date)

I am moving because: ETS PCS Deployed Retiring Divorce Medical Chapter Out  
Asked to Leave Moving Off Post (Reason: \_\_\_\_\_ )

Per the MVC Resident Occupancy Agreement, if less than 30 days' notice is being provided, I acknowledge that I am responsible for rent charges equal to 30 days from date of this notice.

\_\_\_\_\_  
 Resident Signature

The forwarding address for the return of any prorated rent allotment is listed below. I understand and agree that, in accordance with my Resident Occupancy Agreement, any outstanding charges on my account will be deducted from my allotment payment.

\_\_\_\_\_  
 Street Address Apt # City State Zip Code

\_\_\_\_\_  
 Cell Phone Number

\_\_\_\_\_  
 Alternate Phone Number

\_\_\_\_\_  
 Resident Signature

\_\_\_\_\_  
 Date

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 Complete this portion with an MVC representative:

Pre-Inspection: \_\_\_\_\_ Final Inspection: \_\_\_\_\_  
 (Date and Time) (Date and Time)

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 By signing below, I authorize Mountain Vista Communities to release my contact information to the housing office at the gaining installation.

\_\_\_\_\_  
 Resident Signature and Date

\_\_\_\_\_  
 Preferred Email

**FOR INTERNAL USE ONLY**

Attachments: Move-Out Checklist  X  Schedule of Charges  X  Move-out Survey  X

PRE on Inspection Calendar		Bookkeeper File Created	
FINAL on Inspection Calendar		Added to NTV Log	
NTV updated in OneSite			