

Wehner Property Management Co.  
280 S Madison St, Denver CO 80209  
303.320.8517 FAX 303.393.9503  
info@russwehner.com

## “How do I give my Notice to Vacate?”

**Give 30 Days Notice** Notice to Vacate must be given to WPM prior to the first of the month in which you are moving out, and always 30 days prior to the end of your lease.

**In Writing** Notice must be given in writing. Complete the form below, print off, and sign. Please fax to 303.393.9503 or bring it into our office at 280 S Madison St, Denver CO 80209.

**& Schedule a Move-Out Inspection** Tenant must schedule a Move-Out Inspection with WPM or the buildings' resident manager. Please call 303.320.8517 to schedule a day and time for this inspection.

***Please Print Clearly***

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Tenant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit#: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Last Day of Lease: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
*For Security Deposit*

Notes:

\_\_\_\_\_  
Tenant Signature Date

\_\_\_\_\_  
Tenant Signature Date

|                          |  |
|--------------------------|--|
| Date Received by Office: |  |
|--------------------------|--|