

Reynolds Management, Inc.

Office: 209 E. Washington Ave., Suite 184 • Jackson, MI 49201
Mailing: P.O. Box 273 • Jackson, MI 49204-0273
(517) 787-1889 • Fax: (517) 787-1888
Website: rentalhomesbyrmi.com

30-Day Notice (Tenant's Intention's to Vacate Premises)

Date: _____

I/We, _____, am giving my 30-day written notice to vacate the premises commonly known as _____.

I/We will be moved out of the premises on or about _____.

I/We understand that my/our rent will continue to be charged until the day that I/we turn the keys into the office of Reynolds Management, Inc. located at 209 E. Washington Ave., Suite #184, Jackson, Michigan 49201 or until the end of this 30 day notice or until the end of my/our lease agreement unless I have paid to void the lease agreement as indicated in the lease agreement on page 4, paragraph's 13 (c) and 13 (d); whichever comes last.

My/Our forwarding address and telephone number will be:

Signed: _____ Date Signed: _____

- Reason(s) for leaving:
- _____ Lower Rent
 - _____ Bought a Home
 - _____ Moving Out of Area
 - _____ Moving In with Someone Else
 - _____ No Available Properties through Reynolds
 - _____ Other: _____

Office Use:

Date Notice Received: _____ Received By: _____

Appfolio Updated: _____ Vacancy & Tracking List Updated: _____ Owner Updated: _____

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Office Use:

Date & Time Key's Turned In: _____	Work Order Completed: _____
Number of Key's Received: _____	Move Tenant Out In Appfolio: _____
Forwarding Address, if different than above: _____ _____	Update Vacancy & Tracking List: _____
	Update Owner: _____
	Check Utilities: _____