Doug Shorter
Property Management

Written 30-Day Notice To Vacate

Date: _____

Lease-Holder Name: _____

Property Address: _____

Date of Move-Out: _____

Forwarding Address: _____

Reason For Vacating (optional): _____

Signature: _____

- A Procedure For Check-Out will be mailed to your current address upon receipt of this notice.

- Check-Out inspection needs to be scheduled with our office property inspector at least three (3) days prior to your move-out date.

- Utilities must to be ON for the move-out inspection per your lease agreement.

(OFFICE USE ONLY. DO NOT WRITE IN THIS SECTION.)

Received Date: _____

Received By: _____

4754 Franchise Street
Charleston, South Carolina 29418-2909
(843) 760-5280 • (843) 760-5282 Fax
www.dougshorter.com • Email: dspm@knology.net

REALTOR® MULTIPLE LISTING SERVICE MLS®

EQUAL HOUSING OPPORTUNITY