



*Westgate Apartments*

1600 West Bradley Avenue | Champaign, Illinois 61821

**INTENT TO VACATE NOTICE**

To the Management of Westgate Apartments:

This letter is to notify you that I \_\_\_\_\_, will be vacating Apartment # \_\_\_\_\_ on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, realizing that the keys need to be returned to the **office** no later than **noon.** \_\_\_\_\_ (initials)

I understand I am responsible for rent through \_\_\_\_\_, 20\_\_\_\_\_.

**I understand that I will be charge for my apartment until my keys are returned.**

If the office is closed I am aware that I can leave my keys at the gatehouse and the office will receive them the next day with the date and time I returned them.

**Residents Initials** \_\_\_\_\_

I also understand I will be refunded my security deposit within **30 days** from check-out, minus the cost of any damages, replacements, or cost of cleaning apartment or carpeting, or any other items as provided for in the lease agreement.

Please contact the Westgate Apartments leasing office at least 24 hours in advance to schedule a check-out time. Inspections are scheduled Monday thru Friday from 9:30AM to 4:30PM.

All keys, laundry cards and car tags must be returned at time of move-out, or a **\$75.00** charge for the apartment keys, **\$5.00** charge per laundry card/car tag(s)/pool tag(s) will be incurred.

A change of address needs to be put in with the Post Office and your name tag needs to be removed from your mailbox. If you do not do these things your mail may still be delivered.

**\*\*It is your responsibility to call Ameren (800-755-5000) and get the electric turned off in your name\*\***

I am vacating for the following reasons:

\_\_\_\_\_

Phone:Home#\_\_\_\_\_Work#\_\_\_\_\_

Resident's Signature: \_\_\_\_\_Date:\_\_\_\_\_

Forwarding Address:\_\_\_\_\_

\_\_\_\_\_

Westgate Apartments By\_\_\_\_\_Date \_\_\_\_\_

Office Use Only:

\_\_\_\_\_ Peg Board

\_\_\_\_\_ Maintenance Board

\_\_\_\_\_ Notice in Entrata

\_\_\_\_\_ Car List

I:\Permenent documents\Intent to vacate notice.doc

**\* NO TV'S OR ELECTRONICS CAN BE PUT  
INTO OR NEXT TO THE DUMPSTERS\***