

**TENANT VACATE FORM**

TENANT NAME: \_\_\_\_\_

BUILDING NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUITE NUMBER: \_\_\_\_\_

DATE (VACATED/VACATING): \_\_\_\_\_

DATE PROPERTY MANAGER INSPECTED VACATED SPACE: \_\_\_\_\_

CONDITION OF SPACE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF SECURITY DEPOSIT BEING HELD: \_\_\_\_\_

IS SECURITY DEPOSIT TO BE RELEASED TO TENANT? \_\_\_\_\_ YES \_\_\_\_\_ NO

AMOUNT TO BE RELEASED TO TENANT: \_\_\_\_\_

IF FULL AMOUNT IS NOT GOING TO BE REFUNDED TO TENANT, PLEASE EXPLAIN

WHY: \_\_\_\_\_

\_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

SEND REFUND TO: \_\_\_\_\_

HAS TENANT RETURNED KEYS? \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE RETURNED: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COPY OF COMPLETED FORM TO: \_\_\_\_\_ ACCTG. \_\_\_\_\_ LSE FILE \_\_\_\_\_ PROJ MGR