



BPM

241 West 8th Street Erie, PA 16501 (P) 814-790-4964 (F) 814-459-0995 Bpmhousing.com

MOVE-OUT FORM

1. We appreciate you abiding by your lease terms and giving notice.
2. Please note that a tenant may NOT give up their security deposit instead of paying the last month's rent.
3. As per your Security Deposit Agreement, please be advised that early termination also results in the forfeit of your security deposit; therefore, if there are cleaning and repair charges at move-out; the balance will be added to your account and is due upon receipt.

Please complete and return this form to the management office:

I, _____, being the tenant, will vacate the apartment located at _____, no later than _____. My apartment will be ready for the Move-Out Inspection at this time. I understand that it is my responsibility to schedule a prior Move-Out Inspection. I will call to make an appointment with the Maintenance Supervisor, at 814-860-6697. I further understand that, if I wish to be present at the final Move-Out Inspection, it is my responsibility to call the Maintenance Supervisor and schedule the final appointment.

My forwarding address:

Home Phone Number:

Cell Phone Number:

Reason for Vacating:

(Please use the back for additional comments.)

Signature: _____ Date: _____