



10012 – 97 A Street • Grande Prairie • AB • T8V 2C1 • www.gpprime.net  
phone 780-538-2980 • fax 780-538-1740

**ROOMMATE NOTICE TO VACATE**

Date: \_\_\_\_\_ Tenant(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I/We \_\_\_\_\_ hereby give written notice that I/we, the undersigned, will vacate the premises, \_\_\_\_\_ effective **noon on the last day** of \_\_\_\_\_ 2017. (Address)

**I/We will be vacating this unit, the other tenant(s) on the lease will be remaining in the suite and assume all responsibility.**

The remaining tenants acknowledge that \_\_\_\_\_ is removing themselves from the lease and that I/We are responsible for the condition of the premise, the full rent and all conditions of the lease.

\_\_\_\_\_  
Remaining Tenants Initials

\_\_\_\_\_ My portion of the security deposit is payable to the remaining tenant(s).  
(Prime Property only completes a move out inspection and security deposit refund when all tenants vacate)

\_\_\_\_\_ Cancel my Spare Parking Stall.

\_\_\_\_\_ Cancel my Pre-Authorized Withdrawal.

Utilities, if in your name, must be transferred to the remaining tenant(s) as Prime Property will not be responsible for continuity of service.

Please do not repair holes in drywall made during your tenancy as this may cause you to incur additional painting/repair costs.

All keys (suite, entrance and mail) must be returned to the remaining tenant(s) as they will be charged upon their move out if all keys are not returned at that time.

\_\_\_\_\_  
Vacating Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant/Co-Signer Signature

\_\_\_\_\_  
Date

For Office Use Only:

Term of the Lease: Month to Month \_\_\_\_\_ Fixed Term Ends \_\_\_\_\_

Primary Tenant \_\_\_\_\_ Non-Primary/Joint Tenant \_\_\_\_\_