



7301 Rivers Ave Ste 241
North Charleston, SC 29406
Phone 843-804-9991
Fax 843-574-8835
www.OakTrustProperties.com

NOTICE TO VACATE

This notice must be signed by all financially responsible residents listed on the lease agreement. Return to Oak Trust Properties by fax: 843-574-8835 or e-mail: info@oaktrustproperties.com

Date: _____ Property Address: _____

I /We _____ (Residents)
do hereby give notice to vacate on the date of: _____.

We understand and acknowledge that we are bound by the terms of the Residential Lease / Rental Agreement and this notice in no way releases us from any responsibilities or obligations for such Residential Lease / Rental Agreement.

Resident (print name)	Resident (signature)	Date
E-Mail	Cell Phone	Home Phone
Resident (print name)	Resident (signature)	Date
E-Mail	Cell Phone	Home Phone
Resident (print name)	Resident (signature)	Date
E-Mail	Cell Phone	Home Phone

If you have a garage key-pad, what is the current garage entry code: _____

Address you want the security deposit mailed to: _____

What is the reason you are moving? _____

What date do you intend to be fully out of the property (if other than the last day of the month)? _____

If the reason you are moving is related to a problem with the property, is there something that could be done to persuade you not to move at this time? _____

Is there anything else we need to know about the property? _____

Please note that notice must be received prior to the 1st of the month and must end on the following last day of the month.

To be completed by Oak Trust Properties

Received by OTP office on _____ (date), by _____ (initial)

Lease expiration date: _____

Lock Box Authorization Addendum

Tenant (print name)

Date

Street Address/ Premises

Cell Phone

Home Phone

I would like to receive request and notifications for showings by text.

I would like to receive request and notifications for showings by phonecall.

I would like to receive request notifications for showings by email.

Contact information for notifications. _____

The undersigned Tenant hereby authorizes Oak Trust Properties to use a lock box on said premises. Tenant acknowledges:

1. A lock box is designated as a repository of a key to the above Premises, permitting access to the interior of the Premises by Participants of the Charleston Trident Multiple Listing Service (CTMLS), and their authorized licensees. Entry by unauthorized persons is possible due to circumstances beyond the control of BROKER or CTMLS.

2. Oak Trust Properties advises and requests TENANT safeguarding or removing of valuables now located within said Premises.

3. It is not a requirement of CTMLS or Oak Trust Properties that a TENANT allow use of a lockbox. The decision to utilize the lockbox is made solely by the TENANT.

4. Where a tenant/lessee occupies the property, the tenant/lessee consent is required.

TENANT further acknowledges that neither the listing Oak Trust Properties, any subagent of the Listing Oak Trust Properties, the Charleston Trident Association of REALTORS®, or the CTMLS is an insurer against the loss of TENANT'S personal property; TENANT is advised to verify the existence of, or obtain personal property insurance through TENANT'S insurance agent. TENANT releases Oak Trust Properties, the CTMLS and the Charleston Trident Association of REALTORS® from any responsibility for loss of, or damage to property resulting from use of the lockbox.

TENANT SIGNATURE

TENANT: The TENANT and Oak Trust Properties have discussed the safeguarding and assuring during the listing period of personal property and valuables located within said PREMISES. The undersigned approves the above provisions and authorizes placement of a lockbox on the PREMISES. TENANT releases BROKER, the CTMLS and the Charleston Trident Association of REALTORS® from any responsibility for loss of, or damage to, property resulting from use of the lockbox.