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**30 Day Notice**

**\*\*Required of all Tenants\*\***

Please email to [tmorales@corporatefh.com](mailto:tmorales@corporatefh.com)

or Fax to: 713-426-2221

Date:

According to my rental contract, I am required to give 30 days notice before moving out. I am presently residing at apartment number .

This letter is to **(check one**):

* Give **30** day written notice of my intent to vacate the premises by 11:00 AM on ­­ . **I understand that this apartment is on the market on the above date and will likely be released to a new resident.**
* I intend to give 30 day written notice at a later date.

**\*If neither option is checked the then the second option shall preside.**

I understand that this letter is necessary in order to meet the conditions stated in my signed rental agreement with Corporate Suites and the procedures in the move-out guidelines. **I will be sure to inform Corporate Suites (713-426-2200) of any changes in my tenancy**.

Resident / Agent for Resident

**Your notice must be signed off by a Corporate Suites Representative for Approval**

Received by: Date:

Corporate Suites Representative