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Tenant Move-Out Information and Clearance Form

**To:** **Dodge Area LLC** (Landlord)

**From:** (Tenant) **Re:** Lease concerning the Property at

**231 Washington Street, Unit** \_\_\_\_\_\_\_\_\_\_ (Unit #), **Salem, MA 01970**

**A. Tenant’s Notice of Intent to Vacate**: The above-referenced lease ends on (*date*). Tenant will vacate the property on (Move-out Date).

**MOVE-OUT REMINDERS**

1. Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
2. Provide written notice of Tenant’s forwarding address. If known at this time, please provide below.

Street City State Zip

1. Leave the Property in a clean condition, free of all trash, debris, and any personal property.
2. If Tenant’s Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord’s approval.
3. Tenant must comply with any other Landlord Move-out requirements.
4. If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 28 of the Lease.
5. Landlord’s right to place a sign on the Property, show the Property, or place a key box on the Property applies pursuant to Paragraph 17 of the Lease.

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated.

Tenant Date

*Landlord’s Acknowledgment of Receipt*

*Landlord acknowledges receipt of this notice.*

Signature

Date

(TAR-2218) 2-06-09 Page 1 of 1