

**Martin Presence Property Management, LLC**  
3006 W California Ave  
PO BOX 1932  
Ruston, LA 71270

[Recipient\_Address]

I, \_\_\_\_\_, on this day \_\_\_\_/\_\_\_\_/\_\_\_\_,

Am giving my 30 day move out notice for at property address:

\_\_\_\_\_.

If you have Room-mates are they moving also? \_\_\_\_\_.

Move out Date: \_\_\_\_\_ (end of month)

Reason for Moving: \_\_\_\_\_

My forwarding address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

1. All keys returned to Martin Presence Property Management, LLC upon leaving. If all keys are not returned by move out date, tenant(s) forfeit security deposit.

2. Forwarding address must be left with managment.

The security deposit will be refunded within 30 days of the move-out date listed above by check mailed to the forwarding address, made payable to all persons that paid a security deposit and signed the deposit agreement.

Signature of Tenant(s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Tenant(s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent \_\_\_\_\_ Date: \_\_\_\_\_