



Notice of Intent to Vacate

Date: _____ To: Southern Comfort Corporate Suites
From: _____ Apartment Address: _____
Cell Phone: _____ Alternate Phone: _____
Fax Number: _____ Email Address: _____

In accordance with my agreement with Southern Comfort Corporate Suites, I hereby submit the required 30 day notice of intent to vacate. I understand this notice is valid only once it has been received by Southern Comfort Corporate Suites. I further understand that once Southern Comfort Corporate Suites receives this notice to vacate, Southern Comfort Corporate Suites will make this apartment available for others to reserve. Therefore, should my needs change, my request for an extension to my reservation on this apartment will be based on availability.

Guest will vacate the apartment listed above on _____
(Date)

(Guest Signature)

(Today's Date)

For Office Use	
Date Received:	Accepted By:
_____	_____