



Johnson Property Management, LLC
 PO BOX 1023
 Meridian, ID 83680
 info@jpmidaho.com
 208-884-3310

Notice to Vacate and Terminate Rental Agreement

This 30-day notice to vacate and terminate Rental Agreement is a legal document required by Idaho State Law, and by your written Rental Agreement. Either landlord, or tenant may provide it at any time during a tenancy. Please note the following details of this document prior to submitting it:

1. If you are still in a Rental Agreement term and you are providing this notice, you need to email info@jpmidaho.com for details on your Improper Notice To Vacate.
2. If you are a month-to-month tenant, or are completing your Rental Agreement term, you are properly giving this Notice to Vacate.
3. Per your Rental Agreement, this notice **MUST** be mailed **Certified Mail** (which provides a tracking number to ensure it is received) to our mailing address above. Notices that are sent via regular mail, email or placed in our dropbox may not be received and are not accepted as proper termination notice. Once this form is received it will then be signed by an employee and be posted to your Tenant Web Account. **It is your responsibility to confirm we have received your notice before the below listed calendar month due dates.**
4. As a term of your Rental Agreement, you agreed to give a CALENDAR MONTH 30-day Notice to Vacate. This means that your Notice to Vacate **MUST** be given and signed by JPM, LLC **ON OR PRIOR TO THE FIRST DAY OF ANY GIVEN CALENDAR MONTH, EFFECTIVE FOR THE END OF THE SAME CALENDAR MONTH.** If Notice to Vacate is Acknowledged as received by JPM, LLC following the first day of any given calendar month, **IT WILL BE EFFECTIVE FOR THE END OF THE FOLLOWING CALENDAR MONTH.** There are no prorated move-out amounts for less than a full calendar month.
5. As a term of your Rental Agreement, you agreed to not give a Notice on November 1st or December 1st, effective for November 30th or December 31st. Please mark below which month your notice applies to:

<input type="checkbox"/> Given Jan. 1st, effective for Jan. 31st	<input type="checkbox"/> Given July 1st, effective for July 31st
<input type="checkbox"/> Given Feb. 1st, effective for Feb. 28th	<input type="checkbox"/> Given Aug. 1st, effective for Aug. 31st
<input type="checkbox"/> Given March 1st, effective for March 31st	<input type="checkbox"/> Given Sept. 1st, effective for Sept. 30th
<input type="checkbox"/> Given April 1st, effective for April 30th	<input type="checkbox"/> Given Oct. 1st, effective for Oct. 31st
<input type="checkbox"/> Given May 1st, effective for May 31st	<input checked="" type="checkbox"/> No notices may be given for November
<input type="checkbox"/> Given June 1st, effective for June 30th	<input checked="" type="checkbox"/> No notices may be given for December
6. Per Idaho State Law and your Rental Agreement, every individual that is part of a written Rental Agreement must provide a Notice to Vacate in accordance with terms, including TENANTS, CO-TENANTS, and COSIGNERS. It is YOUR responsibility to ensure that all tenants on the Rental Agreement provide a Notice to Vacate. If a Notice to Vacate is not received from EVERY tenant, the Rental Agreement will not be canceled, and will continue on indefinitely under the same terms.

- 7. If you want to request to cancel or push back your Notice to Vacate to the next calendar month, please make this request in writing to info@jpmidaho.com
- 8. For complete move-out information and a helpful cleaning checklist, please see jpmidaho.com: Tenant Services / Moving out.
- 9. If you have an auto-payment set up for rent each month, it is YOUR responsibility to log on and cancel this auto payment.
- 10. It is YOUR responsibility to provide us with a forward address to mail your security deposit refund to. You MUST provide this in writing on this form or to info@jpmidaho.com. If we do not have a forward address, it will be sent to the rental property address and may be lost in mail.

Is everyone vacating the property? Yes / No

You understand this must be mailed in via CERTIFIED mail only? Yes / No (re-read instructions.)
Notices that are sent via regular mail, email or placed in our dropbox may not be received and are not accepted as proper termination notice.

Rental Property Address: _____

Tenant or Cosigner Printed Name(s): _____

Tenant or Cosigner Signature(s): _____

Forward Address: _____

FOR JPM, LLC Administrative Use Only:

Notice to Vacate Acknowledged received by Employee Name: _____

Date Notice to Vacate Received at office or Postmark Date on Envelope: _____

Which CALENDAR MONTH is Notice to Vacate applicable for: _____

- Above 3 items completed, and given to Challis, Matt, or Drew by _____
- Uploaded to Rent Manager by _____
- Added to Whiteboard by _____
- Lease End Date verified by _____

(If tenant is not following Lease End Date and is providing improper Notice To Vacate, Improper Lease Termination form must be sent to tenant and/or cosigner)