



Pinnacle Asset Management
5010 Austin Road, Suite 260
Hixson, TN 37343

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MOVE OUT CONFIRMATION & REQUIREMENTS

Tenant(s) Name: _____

Address: _____

Confirmed Move Out Date: _____

Dear Resident,

This document serves as **confirmation of your 30-day notice** to vacate the unit listed above, with a confirmed move out date of: _____.

Please carefully review and acknowledge the following **move-out requirements: KEY RETURN**

- All keys **must be surrendered** on or before your move-out date or by the end of the month.
- Failure to return keys will delay the finalization of your move-out and may result in additional charges.

Surrender of Possession Form

- You are required to sign the **Surrender of Possession form**.
 - This can be completed via **email**. We will send you a link prior to or on your move-out date.

Failure to meet any of the following conditions:

1. Return all keys, and
2. Sign the Surrender of Possession form

Will result in a charge **equal to one full additional month's rent.**

Move-out Inspection

The move out inspection will be conducted once we have received the keys. If you would like to be present during the final inspection, please let us know so we can share the schedule with you when the time comes.

Tenant Signature: _____ Date: _____

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