541-385-1515
rentingoregon.com
605 NE Savannah Drive, Suite 1, Bend, OR 97701

Roommate to Vacate Notice

Use this form when one roommate is leaving while others remain at the property.

Deposit and release terms: the vacating roommate relinquishes all claims to the security deposit funds. Remaining roommates release the vacating roommate from financial responsibility for unpaid rent, fees, or damages after the move-out date. Deposit arrangements are handled between tenants.

1. PROPERTY AND TENANCY

RENTAL PROPERTY ADDRESS

CITY | STATE | ZIP CODE

DATE TO END VACATING TENANT'S TENANCY

Reminder: Please cancel any future automatic rent payments scheduled for dates after your tenancy ends.

2. TENANT GIVING NOTICE

FIRST NAME | LAST NAME

EMAIL | PHONE | DATE

3. REMAINING TENANT

FIRST NAME | LAST NAME

EMAIL | PHONE | DATE

4. MOVE-OUT DETAILS

REASON FOR VACATING

CAN DESCHUTES PROPERTY MANAGEMENT HELP YOU FIND ANOTHER RENTAL? (YES OR NO)

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Signatures and office processing

5. SIGNATURES

All tenants listed below confirm the notice and the release described on page 1.

VACATING TENANT SIGNATURE

DATE

REMAINING TENANT SIGNATURE

DATE

ADDITIONAL REMAINING TENANT SIGNATURE

DATE

ADDITIONAL REMAINING TENANT SIGNATURE

DATE

Please return this completed form to Deschutes Property Management. Contact us at 541-385-1515 if you have questions about a lease update or replacement roommate.

6. OFFICE USE ONLY

RECEIVED BY

DATE RECEIVED

LEASE UPDATE OR FOLLOW-UP NOTES