

# Notice of Intent to Terminate

**Sent To:**

Management Center  
P.O. Box 4883  
Baltimore, MD 21211

**Sent by:**  First Class Mail    Certified Mail    Return Receipt Requested  
 Email to officialnotices@downtownian.com

**My Apartment Address:**

\_\_\_\_\_ Apt: \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

Dear Landlord,

This letter is to notify you that I intend to terminate my Apartment Lease at the end of its current term, which is \_\_\_\_\_. The premises will be surrendered to you on or before 5 pm on the final day of my lease and in the same condition I received it in, less normal wear and tear. I will leave all keys, including copies, on the kitchen counter when I leave.

I have read, understand, and agree to all the Lease terms relating to termination and vacation. I understand that I must give you at least 15 days written notice by certified mail if I wish to be present during your final inspection of the premises.

I understand and agree that you will show my apartment to prospective renters at any reasonable times provided I receive advanced notice of your visit.

Once my lease has terminated, please send all future correspondence to the following street and email address:

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

I understand and agree that any refund, including security deposit (if applicable), will be returned to me via ACH using the banking information I provided in my Downtownian.com account.

I do not want my refund via ACH, please return any refund by mail to the above address.

Please return 1/4 of any refund to me;  1/3 of any refund to me; or  1/2 of any refund to me, and the remainder to the other leaseholder(s). If none of these options have been selected, please return the full amount of any refund to me.

Signed on the date above by:

\_\_\_\_\_ (signature)

Printed Name: \_\_\_\_\_

**!!! A separate copy of this form must be completed, signed and delivered by each leaseholder. !!!**