

NOTIFICATION OF CHANGE TO HOUSEHOLD COMPOSITION

Re: <full_name>
<address_line1>
<address_line2>
<address_line3>
<city>, <state> <zip>

Dear <rental_agent>,

This is to notify <mgmt_company> that there has been a change in my household composition.

Effective _____:

_____ will no longer be residing in the household.

I understand that I will be responsible for all damages that may exist in the apartment that were not noted on the original move in inspection report, and I will be accountable for these damages and any other debts owed when I move out.

I further understand that a new lease will be forwarded to me for my signature stating that I will be the sole tenant of the apartment.

<full_name> Signature

Date