

BG Lein Management
1111 W. Layton Ave.
Milwaukee, WI 53221
Office: (414) 774-0153
Fax: (888) 877-4491



Notice of Intent to Vacate

Date of Notice: _____ Vacating Date: _____

Resident's Name: _____ Phone #: _____

Current Address: _____

Lease Expires: _____ Storage Locker #: _____

Reason for Leaving: (Please provide honest feedback, to help us improve customer satisfaction).

If still living in the apartment, please check one:

- Post 12-hour notice before showing apartment.
- Call and leave message before showing apartment (No 12-hour notice needed).
- Show the apartment any time (Thank you for your cooperation).

Forwarding Address: _____

Unknown at this time (I will notify the office when I know more).

Tenant Signature: _____ Tenant Signature: _____

Office Use Only

Received By: _____ Date Received: _____

Balance Due: _____ # Late: _____ Re-Rent: Yes No