

# 30-DAY NOTICE TO VACATE

To: Star Metro Properties Inc.  
815 SE 23rd Ave.  
Portland, OR 97214

Please be advised that I/we am tendering my 30-day notice to vacate the property located at

\_\_\_\_\_ Unit# \_\_\_\_\_  
Property address

I will be vacating the unit on: \_\_\_\_\_  
The last day in unit

I am responsible for dropping off my rental unit keys at the office drop box of Star Metro Properties on my move out date, to include any and all of the following: Front door key, gate key, mail key, common area key, laundry key. Please note that tenants failing to relinquish rental unit keys (possession) will be liable for additional rent.

I will receive a confirmation notice from Star Metro Properties by email and US Mail.  
If I do not receive a confirmation within 3 business days I will contact Star Metro Properties.

My forwarding address: \_\_\_\_\_  
street address, city, state, zip

Why are you moving? \_\_\_\_\_

Any comments or suggestions are appreciated: \_\_\_\_\_

\_\_\_\_\_  
Print Name Tenant Signature Date

\_\_\_\_\_  
Print Name Tenant Signature Date

\_\_\_\_\_  
Print Name Tenant Signature Date

**Notice must be delivered by mail or placed in drop box at Star Metro Properties Office.  
We do not accept move out Notices by voice, email or fax.  
Notice date is effective upon receipt by Star Metro Properties.**