



CHARLOTTE RENTAL  
PROPERTIES

**NOTICE TO VACATE & TRANSFER OF SECURITY DEPOSIT**

I, \_\_\_\_\_, agree to allow the landlord or his agents to turn over  
(Tenant)

any balance of my security deposit in the amount of \$\_\_\_\_\_ to

\_\_\_\_\_, who is my \_\_\_\_\_.  
(Recipient's Name) (Relationship to Tenant)

**NOTE: You will NOT be released of your financial obligation per the lease agreement until a  
NEW lease is signed by the remaining parties living in the property.**

Address Leaving: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Charlotte Rental Properties Employee)

*Residential Property Management and Sales*

44722-A Park Road, Charlotte, NC 28209 // (704) 376-3606 // mgr@crpnc.com