



Notice To Vacate/Extension Form

Corporate Comfort 340 North Main Plymouth, MI 48170 Telephone (734)420-3399 Fax: (734)420-5369

To: Corporate Comfort Inc. **From:** _____
Phone #: _____ **Phone #:** _____
Fax #: _____ **Fax #:** _____
Date: _____ **Res #:** _____
RE: _____
(apartment address)

Please choose one of the following options.

Reservation Extension

Please extend my reservation with Corporate Comfort Inc. for the above address until _____
(date)

I understand that extending my reservation depends upon space availability and I must receive approval from Corporate Comfort Inc. I am still financially responsible until I submit a written notice to vacate at least _____ days prior to my departure.

Signature _____ **Today's Date** _____
Signature _____ **Today's Date** _____

Notice to Vacate

Per our agreement with Corporate Comfort Inc. I hereby submit required written _____ days notice of intent to vacate the above apartment by 12pm on the date noted below. I understand that this notice is recognized only once it is received by Corporate Comfort. Upon receipt of your notice we will make this apartment available to future reservations so extensions beyond this date will be subject to availability.

Guest will vacate their apartment by 12pm on _____
(date)

Signature: _____ **Today's Date:** _____
Signature: _____ **Today's Date:** _____

Forward Residential Address Information:

Address: _____
Street City State Zip Country

Phone Number: _____

For Office Use Only

Date Received: _____ **Accepted By:** _____