

NOTICE TO VACATE

OFFICE USE	
DATE KEYS RETD _____	
Exterior Door	Qty _____
Apartment Door	Qty _____
Mailbox	Qty _____
FOB # _____	Qty _____

In accordance with our lease, we hereby verify that we are submitting a **THIRTY (30) / SIXTY (60)**** day written notice (prior to the anniversary date of our lease/extension and/or early termination). The effective date of the notice to vacate must be on the **last day of the month** is required to vacate our rented premises. You may turn keys in earlier than the lease end date, however, **you are responsible for all rent and utilities until your lease end date.**

If you are terminating your lease before lease end date; you are required to give a **30 day notice** as indicated in the above paragraph. The Notice to Vacate is accompanied by an **Early Termination Fee** equal to two (2) months' rent / carport and payment of the rent/carport due for the last month, or portion thereof, and any lease concessions that may have been given.

Resident Name(s) _____ **and/or all occupants**

Address _____, **Unit #** _____
Shelby Township MI 48316 **Carport #** _____

I (we) hereby give notice that I (we) will vacate the above described by the **end of business day** on: _____

I acknowledge that I have been provided a copy of move out requirements. **All contents must be removed from the unit**, as well as carpets must be **professionally** cleaned and a **copy of your receipt** must be submitted to the office **BEFORE** turning in any keys. Move Out Inspections MUST be scheduled in advance with leasing office. Tenant understands that any refund of deposit due will be mailed to their forwarding address as indicated below, as prescribed by law. If Shelby Park Manor Apartments and/or one of its agents does not receive keys; you will be held responsible for the lease and any other applicable fees until keys are received.

Forwarding Address _____

Telephone _____ Email _____

Reason For Notice: Purchased Home Relocating Job Loss Tenant Transfer Deceased Subsidized Housing**
Unable to live alone** Notice To Quit by Landlord Early Termination
Other - Specify _____

** A tenant who is 62 years of age or older who has occupied a rental unit for more than 13 months may terminate their lease by a 60 day written notice to Landlord if one of the following occurs: (a) The Tenant becomes eligible during the Lease term to take possession of a subsidized rental unit in senior citizen housing and provides Landlord with written proof of that eligibility; (b) Tenant becomes incapable during the lease term of living independently as certified by a physician in a notarized statement.

X	_____	_____
	Leaseholder Signature	Date
X	_____	_____
	Leaseholder Signature	Date
X	_____	_____
	Landlord Agent Signature	Date

***** OFFICE USE ONLY ***** Move Out Inspection Scheduled for _____ @ _____

Lease Start Date _____	<input type="checkbox"/> Month-to-Month	Security Deposit on File \$ _____
Lease End Date _____	<input type="checkbox"/> Early Termination _____	Admin Fee (if applicable) \$ _____

Pro-rated Rent: due by 1st and applicable to late fees (can be more if resident does not move out by the NTV Date).

Monthly Rent/Carport \$ _____ \$ _____ X _____ = \$ _____ Prorated Rent Due

EARLY TERMINATION FEE (Non Refundable) = 2 months rent/carport \$ _____ X 2 = \$ _____ PD Date _____ Ck _____

Fill Out Apartment # Fill in Move In Date Lease End Date – Early Termination BEFORE giving the form to the resident Sign & Date when form is received
Give copy of the NTV and Move Out Procedures to Resident Vacancy Binder: update with pertinent info Write on Vacancy Board in Red with MO Date (ET for Early Term)
Duplicate Current Lease/App (no supp docs) Create Vacant Work Orders (Paint/Prep/Final Clean/Blank) Print out Move Out – List of Damages Invoice
Clip in order: W/O, NTV, Checklist, List of Damages, copied lease/app put in front of resident file Add to carport availability list/carport layout (If applicable) Except for 9/10