

## Early Move-Out Policy

If you plan to vacate your unit before the end of your lease term, you must provide a written notice to My Great Rental regarding your intent and expected date to vacate. **This notice does NOT mean you are released from the lease terms and conditions. Tenants who vacate their unit prior to the end of the lease term remain responsible for all the duties and conditions of the lease until the unit is re-rented or until the lease term actually ends.** The following must be performed before you will be released from your lease obligation:

- 1) **Per your Lease Agreement, you will be charged a \$150 early vacate fee.** You are then responsible for finding someone to take over your lease.
- 2) You must advertise, take calls, and show the apartment yourself at your expense.
- 3) Once an interested person is found, they must fill out an application, pay the \$30 application fee (\$35 for married couples), and be approved through our office. Applications can be downloaded off our website at [www.mygreatrental.com](http://www.mygreatrental.com) *(If the person you find to take over your lease does not qualify, you are responsible for finding another person.)*
- 4) The new tenant(s) must be approved by My Great Rental Property Management and sign all necessary paperwork **before** they can move into your unit.
- 5) **The original security deposit paid at the beginning of your lease will remain with the unit.** It is up to the vacating tenant(s) to decide how they want the new tenant(s) to reimburse them for the deposit paid. **THE VACATING TENANT(S), THE NEW TENANT(S) And PROPERTY MANAGEMENT** must sign the "Transfer of Deposit" prior to your release of obligation.
- 6) If you vacate the unit before the end of the lease and a new renter has **not** been found, all amounts that will be due through the end of the lease will become due and payable as of the vacate date. In addition, you will be charged any costs associated with re-renting your unit as described in the Cleaning, Damage & Performance Deposit Agreement.

**If you are planning to vacate early, this form must be signed and presented to My Great Rental with your Move Out Notice.**

**It is my intention to move out prior to the expiration of my lease agreement.  
I have read the above information.**

X \_\_\_\_\_  
Signature

Date \_\_\_\_\_