



CORPORATE RENEWAL OPTIONS

PLEASE MARK ONE OF THE FOLLOWING OPTIONS AND RETURN THIS SHEET TO THE LEASING OFFICE VIA DROP BOX, FAX, OR IN PERSON AS SOON AS POSSIBLE.

★ I/We intend to renew our lease for an additional _____ month(s) at the same rent rate.

★ I/We intend to vacate our apartments on or before _____. We understand that the keys need to be turned into the leasing office in order for our apartment to be considered vacated.

IF THIS FORM IS NOT COMPLETED AND RETURNED TO THE OFFICE BY THE INDICATED DEADLINE, YOU WILL BE CHARGED RENT FOR THIRTY DAYS AT YOUR CURRENT RENT RATE EVEN IF YOU NO LONGER OCCUPY THE UNIT.

NOTICE TO VACATE (Please Circle)

I am giving 30-days written notice.

YES NO

If not giving 30-days notice, will you be staying in the unit until the 30 days has occurred or move out on the above date?

STAYING MOVING

If you are renewing, you will be asked to update the home and work phone numbers for all persons occupying the apartment when you sign the new lease so that we may easily contact you if necessary. If any of this information has changed, please let us know immediately.

MOVE-OUT INSPECTION (Please Check One)

_____ I would like to be present at the move-out inspection of my apartment. I will call 72-hours in advance of my move-out date to schedule the appointment. I understand that if I forget to schedule my appointment or miss my appointment, I waive my right to dispute any of the charges assessed. I understand I will be charged for any damages, additional cleaning required, and/or the removal of any personal belongings left behind.

_____ I will not be present at the move-out inspection of my apartment. I understand I will be charged for any damages, additional cleaning required, and/or the removal of any belongings left behind. I waive my right to dispute any of the charges assessed to my apartment due to my absence, if applicable.

Resident Signature Date

Resident Signature Date

(For Office Use Only)

DATE RECEIVED BY MALLARD LAKE MANAGEMENT _____ FAXED / DROP-BOX / IN PERSON

ENTERED IN RR – YES / NO BY _____ DATE _____

DATE OF MOVE-OUT INSPECTION (MARK IN APPOINTMENT LOG) _____

- MOVE-OUT INSPECTION NEVER MADE.
- MOVE-OUT INSPECTION APPOINTMENT WAS MISSED.