



EARLY LEASE TERMINATION POLICIES

THE FOLLOWING TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Mallard Lake Apartments, only through the current early termination policy, will allow residents to terminate their lease. By law, if not for this policy, no terminations are allowed in the written lease. This policy, until signed by management, can be changed or withdrawn at any time.

Mallard Lake Apartments will consider approval for a resident to terminate their lease early only when the following conditions are agreed to:

1. The Resident is current on all rent, late fees, and other charges.
2. Resident may terminate lease due to any personal reason, providing resident follows the below procedures.
3. The "Lease Termination Agreement and Notice to Vacate" form is received thirty (30) days prior to the resident vacating the apartment, signed by all lease holders, and is accompanied by the payment of a lease termination fee. The resident is also responsible for the rent for these 30 days whether the apartment is occupied or not.
4. A Lease Termination Fee equal to \$1850.00. This fee must be paid by the Resident and is due and payable with the written "Lease Termination Agreement and Notice to Vacate." The Lease Termination Fee must be paid by cashiers check or money order only. **PERSONAL CHECKS WILL NOT BE ACCEPTED FOR THE PAYMENT OF THIS FEE.**
5. Resident is required to repay all concessions over the amount of \$500.00 in one calendar year.
6. Intent to Vacate Form to be turned in with this form. The vacate date must be on the closet Sunday to the 30 day requirement. Due to this requirement, the vacate date may be a few days short or long of 30 days depending on the notice date. This requirement is to allow management to prepare your apartment as quickly as possible for another move-in.

Upon the Resident(s) satisfying the above conditions, the Lessor agrees to waive any further obligation for rent monies due for the balance of the term of the Lease Agreement. Lessor reserves the right to collect for any and all damages that exceed the amount of the security deposit including any court costs and attorneys fees. Notification of delinquency will be reported to all credit reporting services.

I/WE WILL BE VACATING MY/OUR APARTMENT ON _____
(VACATE DATE MUST BE ON A SUNDAY)

REASON FOR MOVING _____

BUILDING # _____ STREET: _____ APT# _____

Resident Signature

Date Signed

Resident Signature

Date Signed

Agent for Mallard Lake Apartment, LLC

Date Signed

For Office Use Only

DATE RECEIVED BY ML MANAGEMENT _____ FAXED DROP BOX GAVE IN PERSON ML INITIALS _____

Termination Fee Paid \$ _____ Check# _____ Date Paid: _____

Concession Reimbursement \$ _____ Check# _____ Date Paid: _____