



NOTICE OF INTENT TO VACATE

ALL LEASEHOLDERS MUST SIGN FOR THE NOTICE TO BE CONSIDERED SUBMITTED.

I UNDERSTAND THAT 30-DAYS OR 60-DAYS **WRITTEN NOTICE** TO VACATE MY APARTMENT IS REQUIRED AS INDICATED BY THE TERMS OF MY LEASE. TELEPHONE CONVERSATIONS DO NOT QUALIFY AS NOTICE, NOR DOES A WRITTEN NOTICE NOT SIGNED BY **ALL** LEASEHOLDERS. IF THE BELOW DATE TO VACATE OCCURS BEFORE THE 30 OR 60 DAYS NOTICE EXPIRES, I UNDERSTAND I WILL BE CHARGED RENT THROUGH THE 30TH OR 60TH DAY AT CURRENT RENTAL RATE ON MY LEASE.

OFFICIAL WRITTEN NOTICE TO VACATE

Lease Expiration Date _____ Early Termination? YES NO

All residents occupying the apartment at _____ # _____, at Mallard Lake Apartments, hereby give notice of intent to vacate on _____ (Date keys will be returned)

Reason for Leaving Mallard Lake _____

Are you giving 30/60 days written notice, as requested per your current lease? YES NO

If NOT giving 30/60 days notice, will you be staying in the unit until the 30/60 days has occurred or moving out at above date? * STAYING MOVING

*You will be charged rent for the 30/60 days at your current rental rate whether you live in the apartment or not. If your stay exceeds 30/60 days, you will be charged a lease extension fee of \$150 in addition to the monthly rent. If we re-rent the apartment after you vacate, we will issue you a credit for the rent from the date the new resident moves in.

Can you move out early?

Based on supply and demand of the market. Check with our leasing office to see if we are currently offering any early move out options with credits. If eligible all early move outs are still required to vacate on a Sunday.

PLEASE NOTE

Please refer to your lease for the required notice to vacate, which determines your rent responsibility. If you are breaking your lease, please contact the office for the current early termination policy for the required fees and conditions.

As stated in the lease, the Security Deposit is held as a damage deposit and returned only to those residents who are remaining in the apartment through the actual expiration of the Lease.

Deposit Disposition Notices are mailed within 30 days of your move-out date or after the keys have been received by the leasing office. DO NOT leave keys in your unit. You will be charged for rent until they are found. If the office is closed, please place keys, etc. an envelope marked with your unit information and put it in the drop-box. Refunds, if applicable, will follow no more than 45 days from move out.

All utilities must remain in your name through the term of your lease responsibility. You must call Commonwealth Edison for a final reading, as well as SBC and Comcast to disconnect your current telephone\cable\internet service.

To assist in your relocation process, please request from the office, a Security Deposit deduction list that itemizes any charges which you may be responsible for upon the final inspection of your vacated apartment. We do expect your apartment to be left in the same condition that is presented to you at time of move-in. The walls must be white in color, the carpet vacuumed, and all fixtures, appliances, and flooring cleaned. For each instance in which a listed item must be cleaned or repaired, the charged amount will be listed and totaled on the Move-In/Out Inspection Form.

MALLARD LAKE APARTMENTS
Live Smart at Mallard Lake!

FORWARDING ADDRESS SECURITY DEPOSIT REFUND

To insure that your security deposit disposition notice gets directly to you as quickly as possible, please leave a forwarding address. Failure to do so, will result in your notice being mailed to your apartment address and will rely on the USPS to forward. **Please note:** Security Deposit refunds will only be processed in the leaseholder(s) name(s).

Leaseholder #1—Name, Forwarding Address and Phone Number:

Leaseholder #2—Name, Forwarding Address and Phone Number:

Leaseholder #3—Name, Forwarding Address and Phone Number:

MOVE OUT INSPECTION

If you would like to schedule a move out inspection with a Mallard Lake staff member to determine the condition of your apartment, this can be arranged by calling the office no less than 72 hours prior to turning in your keys. Appointments are scheduled between the hours of 8am and 3pm, Monday-Friday only. The apartment must be cleared of ALL personal items to insure a fair inspection. Please refer to your move-in inspection for items that will be forgiven upon move-out. Photos will be taken if you are not present for the final 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 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 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.

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

For Office Use Only

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

ENTERED IN RR? YES NO BY _____ DATE _____

MOVE OUT INSPECTION: DATE _____ TIME _____

MOVE OUT INSPECTION NEVER MADE MOVE OUT INSPECTION APPOINTMENT WAS MISSED