



Early Vacate Policy

If you plan to vacate your apartment before the end of your lease term, you must provide a written notice to Apex 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 an early vacate fee of \$150 per tenant.**
- 2) **You are responsible for finding someone to take over your lease.** The best way to do this is to advertise on Craigslist, in the Western Front or Bellingham Herald, and/or post flyers around campus, downtown, etc.
- 3) You must advertise, take calls, and show the apartment yourself at your expense.
- 4) Once an interested person is found, they must fill out an application, pay the \$35 application fee (\$40 for married couples, \$10 cosigner fee), and be approved through our office. Applications can be downloaded from our website at www.apex-property.com or picked up at our office. *(If the person you find to take over your lease does not qualify, you are responsible for finding another person.)*
- 5) The new tenant(s) must be approved and everyone must sign all necessary paperwork **before** they can move into your unit. A penalty of \$200 will be assessed against anyone who moves into a unit without prior approval from Apex.
- 6) **The original security deposit paid at the beginning of your lease will remain with the unit.** The vacating tenant(s) must decide if and how they want the new tenant(s) to reimburse them for the deposit paid. In order to be officially released from your obligation, a "Lease & Novation Agreement" **MUST BE SIGNED BY THE VACATING TENANT(S), THE NEW TENANT(S), AND ANY REMAINING TENANT(S).** After the agreement is signed by all parties, any and all funds on deposit with Apex Property Management, Inc. will be transferred into the name(s) of the new tenant(s).
- 7) If you vacate the apartment 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.
- 8) If a pet is currently in the unit or if a fine for an illegal pet has been processed, any assignment of the Lease will require the outgoing tenant to have a UV test on the carpet (performed by an Apex approved vendor) before we will allow the assignment to take place. This will include any change in tenants even if remaining tenant(s) are the ones who have the pet.
- 9) All remaining tenant(s) will be required to sign the Lease assignment agreement in addition to the leaving tenant(s) and the new tenant(s). Lease assignment agreements are signed by appointment only and all tenants (leaving, new, and remaining) are required to attend the same appointment.

***NOTE:** We cannot guarantee a new renter will be found by the date you intend to vacate. You will be responsible for the entire rental obligation until a new renter is found.