



MOVE-OUT NOTICE

Office Use Only:
Accepted by: _____
Date Received: _____

Rental Address

Name

Forwarding Address

City / State / Zip

Email Address

Phones: Cell _____ **Home** _____ **Work** _____
Please circle the best number to reach you during the day.

Date to Vacate _____ **Date of this notification** _____

Lease Expiration Date _____ **Do you have a pet?** ____ **YES** ____ **NO**
(If yes and this is a lease assignment, you will be required to have a UV test performed on the carpet by an Apex-approved vendor.)

Are you looking to vacate your lease early? ____ **YES** ____ **NO** (If YES please see Early Vacate Policy on our web site)

Current Rent _____ **Reason for Moving** _____

BY YOUR SIGNATURE, YOU ACKNOWLEDGE THE FOLLOWING:

MONTH-TO-MONTH TENANCY: I understand my contract requires a notice to vacate be given in writing 20 days before the end of the rental period. If I am giving improper notice, I may be liable for the rent loss during the next rental period until the unit is re-rented.

EARLY VACATE: (See Early Vacate Policy on our web-site) If my lease has not expired at the date of intent to move out, I understand that I am still liable for ALL the terms and conditions of my lease. In addition to the rent due, I realize that I am responsible for such items as yard care, other tenant maintenance and household operation duties, energy costs as dictated by seasonal or climatic conditions. I understand an administrative fee of \$150.00 per tenant is due. Please remember your deposit stays with the apartment you are vacating.

KEYS: I understand that I must return all keys and passes to my unit, (i.e. door keys, mail keys, parking passes, laundry room, storage, garage door opener/keys) to the Apex Property Management office by **NOON** on the last day of the lease term or termination of my tenancy. I understand I **may not** re-enter the unit after keys have been returned for any reason.

SECURITY DEPOSIT REFUND: My Move-Out Deposit Refund and/or Forfeiture Statement will be mailed on or before the 14th day after returning my keys. It will state all charges withheld and include a refund check or balance owed to Apex. If Apex Property Management is unable to issue my statement within 14 days, they will notify me of the delay.

Tenant's Signature

Tenant's Signature