



NOTICE TO VACATE

This notice must be signed by all residents listed on the lease agreement. Return to Grace Management by email: RSC@RentGrace.com

Date: _____ Property Address: _____

I /We _____

(List Residents name) do hereby give notice to vacate the property and will return keys by noon on the date of: _____. If your requested vacate date is prior to your lease end date, complete this form as well as page 3 to confirm your terms for breaking your lease.

We understand and acknowledge that we are bound by the terms of the Residential Lease / Rental Agreement and this notice in no way releases us from any responsibilities or obligations for such Residential Lease / Rental Agreement.

Resident (print name) Resident (signature) Date

E-Mail Cell Phone Home Phone

Resident (print name) Resident (signature) Date

Resident (print name) Resident (signature) Date

If there are more lease holders that need to sign, please use another NTV form or another sheet of paper.

1. If you have a garage keypad, what is the current garage entry code: _____
2. Address you want the security deposit mailed to / your forwarding address: _____
3. What is the reason you are moving? _____
4. If the reason you are moving is related to a problem with the property, is there something that could be done to persuade you not to move at this time? _____
5. Please rate your experience with Grace Management by circling a rating number below:
A. If you had any maintenance requests, how would you rate that experience?
<input type="checkbox"/> poor <input type="checkbox"/> average <input type="checkbox"/> excellent
B. How were you treated by the Grace Management team?
<input type="checkbox"/> poor <input type="checkbox"/> average <input type="checkbox"/> excellent
C. Rate your overall experience renting from Grace Management
<input type="checkbox"/> poor <input type="checkbox"/> average <input type="checkbox"/> excellent
D. Would you recommend Grace Management to someone looking to rent a property?
<input type="checkbox"/> Yes <input type="checkbox"/> No

To be completed by Grace Management
Received by Grace Management office on _____ (date), by _____ (initial) Lease expiration date: _____

Breaking Your Lease

Dear Resident,

Your lease agreement does allow you to vacate the property before the expiration of the lease term, provided you meet specific criteria. Refer to Lease Paragraph 26 for detailed information. This paragraph is also printed on page two of this document. To break your lease, you must:

- a. Continue to pay rent until the home is re-rented or the lease term expires.
- b. Pay an administrative fee equal to 75% of the one month's rent prior to vacating.
- c. Pay all other charges or fees due, including utilities and lawn upkeep expenses.

You may exercise this legal option at any time during your lease term. If you wish to exercise this Lease Break option, the procedures are as follows:

1. Complete and submit this notice to vacate form.
2. Remove all your personal property and have the property fully cleaned. We can provide you with a move-out letter detailing this process.
3. Submit the following to our office:
 - a. Payment for the **full and total** administrative fee which is equal to 75% of one full month's rent.
 - b. Return all keys/remotes/fobs for your property.
 - c. Signed lease break form found on page three of this document.

Once you have submitted these items to our office, we will confirm the property is in rent-ready condition, and we will then begin advertising the property for rent. Please note that we are not able to begin advertising of the home until you have vacated, AND the home is in full rent-ready condition.

If you have any questions, please contact me directly.

Warm Regards,

Erin Peck, Resident Service Coordinator
Grace Property Management & Real Estate
303-255-1990 x10
www.RentGrace.com

26. BREAKING YOUR LEASE

Should you vacate the property at any time before the lease expiration date you shall continue to pay all rent, charges, fees, including utilities and lawn upkeep expenses. You shall pay these amounts as due, until either the property is re-rented, or until the lease expiration date, whichever occurs first. We shall make reasonable and customary efforts to re-rent the property. In addition to paying all sums due, you shall pay an administrative fee equal to 75% of one full month's rent. This administrative fee represents an estimation of the expenses the Landlord may incur to re-lease the Premises including, but not limited to, advertising and leasing fees paid to Agent.

** The above is an example only. Refer to your actual lease agreement for the full and actual language as well as the amount due.

Lease Breaking Submission Form:

To be completed by Resident(s):

Property Address: _____

I/We hereby exercise and agree to the Lease Breaking terms of my/our lease agreement for the above referenced property and will be vacating on _____ (date).

Resident (print name)

Resident (signature)

Date

Resident (print name)

Resident (signature)

Date

Resident (print name)

Resident (signature)

Date

Resident (print name)

Resident (signature)

Date

To be completed by the Grace Management office:

RSC:

Initiate and work the turnover checklist: _____