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VACATING PRIOR TO LEASE EXPIRATION

We appreciate your business and are sorry to see you go.

ALTERNATIVE/RELEASING OPTION:

- You may elect to request a Change of Terms which requires a \$25.00 document fee. This will change your lease agreement to reflect a new lease expiration date (this will be determined by the expiration date of your 30 day written notice to vacate). You would still be required to pay administrative costs associated with processing the change of terms, charged at \$30/hour (amount is variable). Once the fee is paid and the Change of Terms is signed we will update your file to reflect your new expiration date. Your account will be charged the Early Termination Alternative costs which is equivalent to the sum of two (2) months rent. Additionally, to the extent any leasing concessions, including free rent, were provided, the value of such concession received by tenant may be deemed unpaid rent and recaptured accordingly as you did not fulfill your original lease or lease renewal obligations. Your ledger will reflect the recaptured of incentives received.

Key factors you need to know:

- **NOTE: In order to initiate this process you must complete our Request for Documents/Information/Review Form which you can obtain from our office or print off of our website.**
- You MUST provide written notice to our office of your intent to vacate and your request for a change of terms/Early Termination Alternative.
- See Move-Out Procedure Sheet for information on the security deposit return.
- Please allow at least 5-7 business days in order to process your Change of Terms paperwork and update your ledger to reflect your balance due.

PAY THROUGH OPTION:

- You can move out at any time and continue to pay rent (for a minimum of 30 days) until unit is re rented.
- **Tenant's obligations under the terms of the Agreement (e.g. payment of monthly rent and utilities, etc.) shall not cease upon surrender of premises.** Such obligations shall continue until the lease expires or until the property has been cleaned, all keys have been turned in, and a new rental agreement has been signed, whichever occurs first. **If re-rented prior to lease expiration, Tenant shall be charged a document fee of \$25.00 and the administrative costs associated with vacating the premises prior to the end of the lease agreement charged at \$30/hour upon signing of a new rental agreement as compensation for costs and efforts associated with releasing said unit. To the extent any leasing concessions, including free rent, were provided, the value of such concession received by tenant may be deemed unpaid rent and recaptured accordingly.**

Key factors you need to know:

- **NOTE: In order to initiate this process you must complete our Request for Documents/Information/Review Form which you can obtain from our office or print off of our website.**
- You MUST provide written notice to our office of your intent to vacate.
- In order to assist you, we will place your unit on our Unit Vacancy List. Additionally, your specific unit will be posted to Craigslist on a weekly basis. It is to your benefit to vacate the unit as soon as possible so we may show your unit on a regular basis in order to help mitigate damages (rent, heat/hot water, etc.). Please see the Move-Out Procedure Sheet for more information regarding the inspection, etc. You may want to waive your cleaning notice in order to expedite the move-out process.
- Be sure to provide the office with a good contact number and a forwarding address.
- Rent and heat/hot water is still due and payable on the first of every month even if you have vacated the premises. Should rent not be paid, late fees will accrue beginning the 6th in the amount of \$25.00 and \$10.00 for each additional day after the 6th.
- Please **DO NOT** remove the electric services from your name until your lease ending date or the unit has been released.
- Certain circumstances may warrant modifications to the early termination policy (e.g. military personnel). Such situations will be reviewed on a case-by-case basis.
- See Move-Out Procedure Sheet for information on the security deposit return.

You may elect to offer an incentive for re-rental. For example, you may want to offer a new tenant \$200.00 to make your unit more desirable than other units of similar size. An offer of an incentive must be given in writing and paid in full prior to the advertisement of the incentive. Please contact our office for additional information on incentives and marketing strategies.

FULFILL LEASE TERM OPTION:

- You can move out at any time and continue to pay rent until the lease expires.

Key factors you need to know:

- **NOTE: In order to initiate this process you must complete our Request for Documents/Information/Review Form which you can obtain from our office or print off of our website.**
- You MUST provide written notice to our office of your intent to vacate at a minimum of 30 days in advance.
- Be sure to provide the office with a good contact number and a forwarding address.
- Rent and heat/hot water is still due and payable on the first of every month even if you have vacated the premises. Should rent not be paid, late fees will accrue beginning the 6th in the amount of \$25.00 and \$10.00 for each additional day after the 6th.
- Please **DO NOT** remove the electric services from your name until your lease ending date or the unit has been released.
- Certain circumstances may warrant modifications to the early termination policy (e.g. military personnel). Such situations will be reviewed on a case-by-case basis.
- See Move-Out Procedure Sheet for information on the security deposit return.

ONCE A REQUEST FOR REVIEW HAS BEEN SUBMITTED, A BREAK DOWN OF THE OPTIONS WITH COSTS ASSOCIATED WILL BE EMAILED TO YOU. THE OFFICE WILL NOT ACCEPT YOUR DECISION UNTIL AFTER YOU HAVE REVIEWED THE BREAKDOWN OF ALL OPTIONS. THIS DECISION MUST BE SUBMITTED IN WRITING.