

2980 Trout Meadows Road  
Bozeman, MT 59718  
(406)327-1212  
www.bozemanapartments.biz

4200 Expressway  
Missoula, MT 59808  
(406)327-1212  
www.missoulaapartments.biz

River Rock Apartments  
4200 Expressway  
(406)327-1212  
www.riverrockapts.com



### **VACATING PRIOR TO LEASE EXPIRATION**

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

#### **PAY THROUGH RE-RENTAL OF UNIT:**

- You can move out at any time and continue to pay rent (for a minimum of 30 days) until unit is 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:*

- 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.
- 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 charges will be posted beginning the 6<sup>th</sup> in the amount of \$25.00. 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 (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.