

SUBJECT	Date
CONVENTIONAL PROCEDURES MANUAL MOVE-OUT PROCESS REQUEST FOR EARLY TERMINATION OF LEASE Form #T-41c	7-15-15 17

**PURPOSE:** To document Resident's notice that they are moving prior to lease end and to offer Resident opportunity to pay lease break fee. **Do not use this form if Resident has signed the Florida Early Termination/Liquidated Damages Lease Addendum. (T-21g)**

**PREPARED BY:** SM, LA or OM

**WHEN PREPARED:** As soon as possible but preferably at least 30 days prior to move out

Complete form as follows (see example):

- (1) Property Name
- (2) Resident(s) Name(s)
- (3) Apartment number
- (4) Resident's daytime phone number
- (5) Date apartment to be vacated. Enter actual date resident intends to vacate apartment.  
Note: All leases end on last day of month but we need to know date resident actually intends to move.
- (6) Full mailing address of where the resident is moving. This is where we will send correspondence when apartment is vacated
- (7),(8) Resident and Co-Resident initial if agreeing to pay Early Termination Fee.
- (9) Amount of Early Termination Fee – to be two months rent, unless different amount approved by DPM.
- (10),(11) Resident and Co-Resident initial if not agreeing to pay Early Termination Fee.
- (12) Resident's reason for moving.
- (13) Provide any comments (such as moving to assisted living due to health)

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- (14) Signature of resident
- (15) Signature of co-resident
- (16) Date signed by resident
- (17) Print name of FMC employee receiving notice
- (18) Date actually received in property office. Very important.
- (19) Date resident moved in
- (20) Time notice received in property office
- (21) Date lease expires. Confirm expiration date on lease in Real Page and Resident file.  
(Do not rely on date provided by Resident)
- (22) Check Yes if resident or representative submitted additional documents such as a letter, medical statement, death certificate, military orders, etc.  
Check No if no documents submitted.

Note:

- A. Residents should also be requested to turn in a Notice of Intent to Vacate Form T-41, if not previously submitted
- B. This form authorizes us to enter the apartment in order to market the apartment once the resident vacates.
- C. Unleased apartments, which include on notice, occupied and vacant apartments, will receive priority for leasing over leased vacant apartments requesting early termination as shown below.  
Apartments should be leased in the following priority:  
Priority 1
  - 1. Vacant Unleased
  - 2. On Notice Unleased-lease to be fulfilledPriority 2
  - 3. On Notice Unleased-Request for early termination
- D. **SM or OM should enter the expected move out date in RealPage as the date the lease ends.** This will show the apartment as "On Notice" in Real Page.

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- E. SM or OM should provide information showing the status of the apartment in the "Unit Comments Section" as follows:
- If resident has vacated  
Apartment is leased but vacant and can be leased for move in if no unleased similar apartments available
- If resident has not vacated  
Apartment will be vacant on \_\_\_\_\_ and can be leased for move in if no unleased similar apartments available
- F. If Resident(s) selects Option 1, then the amount of the lease break fee should be entered in Real Page **by the SM on the date the form is signed by the Resident.**
- G. The Final Account Statement will be prepared when the resident vacates, after the apartment is inspected by management.
- H. SM and MD should inspect apartment upon move out and complete a move out inspection, including authorizing any work needed to make apartment "Market Ready" per Procedure 10.080 including completing form T-42.
- I. A "Vacant" pass lock should be installed on the date indicated.

Community \_\_\_\_\_ (1)

**REQUEST FOR EARLY TERMINATION OF LEASE**

Name \_\_\_\_\_ (2) Apt. No \_\_\_\_\_ (3)

Daytime Telephone Number \_\_\_\_\_ (4)

I (we) will or have permanently vacate (d) the above named apartment on \_\_\_\_\_ (5)

Forwarding address \_\_\_\_\_ (6)

Commencing on the date indicated above, I (we) authorize management to enter the apartment for the purposes of marketing the apartment to a new resident. I (we) authorize management to remove and dispose of any personal items in the apartment and to remove the existing front door lock and install a marketing lock.

Option 1  (7) \_\_\_\_\_  (8) \_\_\_\_\_  
Resident (initial) Co-Resident (initial)

Early Termination fee: I agree to pay \$ \_\_\_\_\_ (9) as an early termination fee and the Landlord waives the right to seek additional rent beyond the month in which the Landlord re-takes possession. This amount is due within 7 days or upon move out, whichever is earlier.

Option 2  (10) \_\_\_\_\_  (11) \_\_\_\_\_  
Resident (initial) Co-Resident (initial)

I do not agree to an early termination fee, and I acknowledge that the Landlord may seek damages as provided by law. I (we) acknowledge that I (we) are responsible for all lease obligations including monthly rent payments and utilities until a new resident takes possession of the apartment at which time my (our) lease will be terminated.

I understand that my security deposit may not be used as my last month's rent.

We are sorry we are losing you. Please tell us why you are moving.

Bought home/condo \_\_\_\_\_ Illness \_\_\_\_\_ Death \_\_\_\_\_ Job transfer \_\_\_\_\_ (12)  
Moving out of area \_\_\_\_\_ Lower rent \_\_\_\_\_ Bigger apartment \_\_\_\_\_  
Dissatisfied with community \_\_\_\_\_ Other \_\_\_\_\_

Comment \_\_\_\_\_ (13)

Resident(s) signature

\_\_\_\_\_ (14)

\_\_\_\_\_ (15)

Date \_\_\_\_\_ (16)

**For Management Use Only**

Received by \_\_\_\_\_ (17) Date \_\_\_\_\_ (18)

Move In Date \_\_\_\_\_ (19) Time Received \_\_\_\_\_ (20)

Lease Expires \_\_\_\_\_ (21) Attachments: Yes (22) \_\_\_\_\_ No \_\_\_\_\_

Example 1 - Pre Move Out

Procedure 10.030  
Exhibit 2 Page 1 of 1  
Date 5/6/15

Community Happy Villas

REQUEST FOR EARLY TERMINATION OF LEASE

Name Will B. Gone Apt. No. 83

Daytime Telephone Number 727 - 444 - 1234

I (we) will or have permanently vacate (d) the above named apartment on May 25, 2015

Forwarding address 833 1st St.

Brooksville, FL 67891

Commencing on the date indicated above, I (we) authorize management to enter the apartment for the purposes of marketing the apartment to a new resident. I (we) authorize management to remove and dispose of any personal items in the apartment and to remove the existing front door lock and install a marketing lock.

Option 1 X WG X  
Resident (initial) Co-Resident (initial)

Early Termination fee: I agree to pay \$ 1250 as an early termination fee and the Landlord waives the right to seek additional rent beyond the month in which the Landlord re-takes possession. This amount is due within 7 days or upon move out, whichever is earlier.

Option 2 X X  
Resident (initial) Co-Resident (initial)

I do not agree to an early termination fee, and I acknowledge that the Landlord may seek damages as provided by law. I (we) acknowledge that I (we) are responsible for all lease obligations including monthly rent payments and utilities until a new resident takes possession of the apartment at which time my (our) lease will be terminated.

I understand that my security deposit may not be used as my last month's rent.

We are sorry we are losing you. Please tell us why you are moving.

Bought home/condo \_\_\_\_\_ Illness \_\_\_\_\_ Death \_\_\_\_\_ Job transfer X  
Moving out of area \_\_\_\_\_ Lower rent \_\_\_\_\_ Bigger apartment \_\_\_\_\_  
Dissatisfied with community \_\_\_\_\_ Other \_\_\_\_\_

Comment Job Transfer letter attached

Resident(s) signature  
Will B. Gone

Date 5/5/15

For Management Use Only

Received by Ima D. Manager Date 5/5/15

Move In Date 9/6/14 Time Received 10:30 AM

Lease Expires 9/30/15 Attachments: Yes  No \_\_\_\_\_

Example 2  
Moved Out  
Community Happy Villas

Procedure 10.030  
Exhibit 3 Page 1 of 1  
Date 5/6/15

REQUEST FOR EARLY TERMINATION OF LEASE

Name Iva D. Partid Apt. No 71

Daytime Telephone Number 727-555-6789

I (we) will or have permanently vacate (d) the above named apartment on 5/8/15

Forwarding address 23 Main St,  
Ocala FL 12345

Commencing on the date indicated above, I (we) authorize management to enter the apartment for the purposes of marketing the apartment to a new resident. I (we) authorize management to remove and dispose of any personal items in the apartment and to remove the existing front door lock and install a marketing lock.

Option 1                                              
Resident (initial) Co-Resident (initial)

Early Termination fee: I agree to pay \$ \_\_\_\_\_ as an early termination fee and the Landlord waives the right to seek additional rent beyond the month in which the Landlord re-takes possession. This amount is due within 7 days or upon move out, whichever is earlier.

Option 2  JD                        
Resident (initial) Co-Resident (initial)

I do not agree to an early termination fee, and I acknowledge that the Landlord may seek damages as provided by law. I (we) acknowledge that I (we) are responsible for all lease obligations including monthly rent payments and utilities until a new resident takes possession of the apartment at which time my (our) lease will be terminated.

I understand that my security deposit may not be used as my last month's rent.

We are sorry we are losing you. Please tell us why you are moving.

Bought home/condo  Illness  Death  Job transfer   
Moving out of area  Lower rent  Bigger apartment   
Dissatisfied with community  Other

Comment \_\_\_\_\_

Resident(s) signature

Iva D. Partid

Date 5/10/15

For Management Use Only

Received by Ima D. Manager Date 5/10/15

Move In Date 9/20/14 Time Received 1:30 PM

Lease Expires 9/30/15 Attachments: Yes  No