

# WE'RE SORRY TO SEE YOU GO! – wssyg@rock.properties

Thank you for giving us the opportunity to provide you with housing. We wish you the best of luck in your future endeavors. Please complete this form and return it to the Resident Manager to make your transition as smooth as possible. You are responsible for rent payments for 30 days from the date of this notice.



Revised 09/18

MOVE-OUT NOTICE	
Name _____	
Building _____	Apt. # _____
Scheduled Move Out Date _____	
Roommate Only? Yes <input type="checkbox"/> No <input type="checkbox"/>	
More than 30 days Written Notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Storage Bin? Yes <input type="checkbox"/> No <input type="checkbox"/> Satellite Dish? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address to Mail Security Settlement Letter _____ _____ _____	
Telephone No. _____	
Reason for moving (check all that apply)	
<input type="checkbox"/> Buying Home <input type="checkbox"/> Problem w/ Neighborhood <input type="checkbox"/> Changing Apt. Size <input type="checkbox"/> Leaving Area <input type="checkbox"/> Rent Too High <input type="checkbox"/> Change in Family Status <input type="checkbox"/> Job Change <input type="checkbox"/> Problem w/ Mgmt/Apt. (Please specify) _____ <input type="checkbox"/> Other (Please specify) _____	
Please remember the following information:	
<ul style="list-style-type: none"> <li>✓ You must give at least 30-days written notice prior to your move out date even if your lease is ending.</li> <li>✓ You are responsible for rent payments for 30 days from the date of this notice.</li> <li>✓ Your security is not rent. If your last month's rent is not paid, legal action may be commenced.</li> <li>✓ Allow the resident manager to access your apartment for showings with 24-hours notice</li> <li>✓ Clean and leave no damages in the apartment.</li> <li>✓ Do not leave behind any debris or bulk items in the apartment, basement, storage or trash areas.</li> <li>✓ Replace any missing light bulbs.</li> <li>✓ Cancel utility services.</li> <li>✓ Return all keys to the resident manager before departure.</li> <li>✓ Security Settlement Letter will be mailed within 30 days of the date keys are returned.</li> </ul>	
Resident Signature _____	
Today's Date _____	

MOVE-OUT INSPECTION																																																																											
Description	Cost	Charge																																																																									
<b>Check One: MOVE-OUT:</b> <input type="checkbox"/> <b>TRANSFER:</b> <input type="checkbox"/> <b>EV:</b> <input type="checkbox"/>																																																																											
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**FREQUENTLY ASKED QUESTIONS**  
**Lease Renewals and Termination**

- ❖ **Can I renew my lease on a month-to-month basis or for a term of less than one year?**  
Rock Properties does not offer a month-to-month. All renewals are for a period of one year.
- ❖ **What happens if I as resident break my lease during the initial lease or during subsequent lease terms?** If you need to move out during your initial lease term or subsequent renewal lease terms, please give your Resident Manager as much notice as possible, and at least 30 days written notice. You are responsible for rent payments for 30 days from the date of notice. If you move out before the end of your initial lease term, you will also incur a \$1,000 Refurbishment Charge.
- ❖ **When I need to move out, how much notice do I need to give?**  
Please give your Resident Manager as much notice as possible, and at least 30 days written notice. If you fail to notify us as the end of your term approaches, it indicates that you have elected to stay.
- ❖ **Who should I notify when I want to move out?**  
Notify your Resident Manager. Please use the form "We're Sorry to See You Go." Your Resident Manager has a copy.
- ❖ **What if I break my lease but my apartment is re-rented before I move out?**  
If the person moves in immediately following your departure, you will only be charged for the nights the apartment remains vacant up to a maximum of 30 days from the date of written notice. If you move out before the end of your initial lease term, you will also incur a \$1,000 Refurbishment Charge.
- ❖ **Do I have to allow access to the resident manager to show my apartment to prospective applicants before I vacate?**  
Yes. As part of your lease agreement, you must allow the resident manager to show your apartment provided you are given advanced notice.
- ❖ **Can I sublet my apartment?**  
No. As per your lease, subletting is prohibited.
- ❖ **Can I find someone to take over my lease?**  
Anyone you recruit would need to submit an application, qualify, and then sign a new lease.
- ❖ **Can I lose my Security Deposit after paying the 30 days from date of my written notice?**  
Yes. If you owe additional rent or if the apartment has debris or damages, additional deductions will be made from your security deposit. If you move out before the end of your initial lease term, you will also incur a \$1,000 Refurbishment Charge.
- ❖ **Can I use my security deposit as the last month's rent?**  
No, your security deposit is not rent. If your current month's rent is not paid, legal action may be commenced and credit-reporting agencies may be contacted.