

## VACATING PROCEDURES FOR RESIDENTS

Please be advised that you are contractually obligated to vacate the premises by 11:59 p.m. on the last day of your lease should you choose not to renew, or if Mo2 Properties does not renew your lease. If you have not vacated the premises and returned all keys to Mo2 Properties Properties by this time, we will enforce item number 13 (thirteen) in your Lease which states that you will be liable for double the monthly rent in the event that you (Lessee) retains possession of all or any part of the apartment after the ending date of your Lease.

### A. At Lease Expiration

Your Lease is a contract that obligates you to pay your apartment rent for the entire term of the Lease. However, you can choose not to renew your Lease and vacate your apartment at the expiration of the Lease, but you are required to give Mo2 Properties LLC notice of your intent to vacate your apartment no later than 60 days before your Lease expires. In such instance, you are required to do the following:

1. Give 60 days notice to vacate in writing.
2. Pay your rent in full, including any late charges or charges for damages.
3. Not damage your apartment beyond normal wear and tear.
4. Clean your entire apartment including the range top, oven, refrigerator, bathroom, closets, etc. You must vacuum. The carpeting will be cleaned by Mo2 Properties, LLC at no cost to you, provided it is not soiled beyond normal wear and tear. If you were given permission to install a tacked down area rug or wall to wall carpeting over hard wood floors, you must restore the floor to its original condition. Finally, as you clean your apartment, please place debris, trash and discarded material in proper rubbish containers in designated areas.
5. Turn in your keys on or before midnight the day your lease expires. If keys are not returned to our office at 516 N Ogden #137, you will be charged \$250.00 for lock replacement.

NOTE- Mo2 Properties, LLC. has the right to enter your apartment on the last day of your Lease at 12:00 p.m. (noon) in order to prepare the apartment for the next tenant. You do not have to be completely moved out at this time, but you acknowledge that Mo2 Properties LLC will be in the apartment at that time.

### B. Prior to your Lease Expiration

If circumstances are such that you need to move before the expiration of your Lease, you have two options:

1. You can enter into a Lease Buy-Out Agreement requiring you to pay three months rent to buy-out your lease.
2. Sublease your unit. See attached sublet letter.

If you are permitted to break your lease, you will still be required to comply with Items A1-4 above.

I acknowledge receipt of one copy of the Vacating Procedures.

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Tenants Signature

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Print Name

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Date

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Tenants Signature

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Print Name

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