

My House Property Services, Inc.
1302 S. Shields St. Ste. A 2-3
Fort Collins, CO 80521
myhouse@myfortcollinshome.com
970-689-8803

NOTICE TO VACATE AGREEMENT

Dated «Report_Date»

Resident(s) Name(s): «Tenant_1_Firstname» «Tenant_1_Lastname», «Tenant_2_Firstname» «Tenant_2_Lastname»,
«Tenant_3_Firstname» «Tenant_3_Lastname»

Address: «Unit_Address» «Unit_City» «Unit_State» «Unit_Zip»

You are hereby advised that the undersigned will vacate the above premises on or before __, 12:00 noon for the following reason: _.

The date given above is a definite vacating date. Once renters are found that are approved by My House Property Services, you are authorized to execute leases with those tenant's effective noon on the vacate date represented above. I (we) understand that the giving of this notice doesn't release me (us) of any liability that I (we) may have under the present lease agreement. I (we) understand that if new renters are not found by the vacating date that we will continue to be bound under the lease.

If the date of this agreement is 45 days or less from the planned vacating date, I (we) agree to pay the next month's rent in advance, upon signing and in conjunction with this agreement. Additionally, if at any time rent is in default or not paid before a new tenant moves in, My House reserves the right to revoke this agreement, making it null and void, and I (we) will continue to be bound under the lease until the lease expiration date.

Furthermore, I(we) agree to pay each month's rent in full on or before the 1st of the month after our vacating date, and each month thereafter if the property is not leased, and understand that any prorated credit(s), shall it get leased during that next prepaid month, will be included with any refund once our security deposit accounting has been completed and mailed out to our forwarding address.

I (we) agree that if I (we) retain possession of said premises after the above mentioned vacating date, then I (we) will be considered a tenant(s) at sufferance and can be held liable for any reasonable costs incurred by My House Property Services. My House Property Services does allow resident(s) to re-lease the premises providing My House approves terms and replacement residents. Resident(s) agree to pay My House Property Services an administrative re-leasing fee of \$300.00. This fee is due prior to commencing re-leasing efforts, and should be considered neither a lease contract cancellation fee nor a buy-out fee. Resident(s) will pay all other costs associated with finding new residents. The premises aren't re-leased until a new lease has been executed, guarantor forms are received if required, and a security deposit has been paid and funds cleared by the new resident(s).

*Return within 3 days or Landlord has the option to revoke

«Tenant_1_Firstname» «Tenant_1_Lastname» Date

«Tenant_3_Firstname» «Tenant_3_Lastname» Date

Landlord/Agent