



## Notice to Vacate Eligibility and Instructions

### Steps

1. Make sure you are eligible for a Notice to Vacate. – *Your household must have a zero balance.*
2. All lease signors must review and understand the Notice to Vacate agreement (*see attachment*) and provide My House with a date and reason for vacating.  
*Please note: The departing person(s) is jointly and severally responsible to the lease until new tenants are found and moved-in.*
3. Once the date is determined, a \$300 service charge must be paid to My House.
4. A Notice to Vacate Amendment will be created and all parties will need to sign and return the document to the My House office. *This is considered your official notice, please provide My House with a forwarding address in writing at this time.*
5. Once all forms are properly signed and received, the \$300 fee has been paid in full, and the forwarding address has been provided, My House will start actively marketing and showing your home.
6. The final accounting of your Security Deposit will be determined based on the date the new tenant moves-in. Your financial responsibility ends the day prior to the new move-in, regardless of your actual move-out. Your Security Deposit packet will be mailed to your forwarding address within 60 days of the financial responsibility ending.

