



## Notice to Vacate Eligibility and Instructions

Updated 1-2020

### Steps:

1. Make sure you are eligible for a Notice to Vacate. – *Your household must have a zero balance, and it cannot be less than 90-120 days prior to your lease expiration, or if within that time frame will only be approved on a case by case basis.*
2. All lease signors must review and understand the Notice to Vacate Early Amendment (*see attachment*) and provide My House with a definite vacating date and reason for vacating.  
Please note: ***You are still financially responsible to the lease (including utilities) until new tenants are found and moved in, or your lease expires, whichever occurs first.***
3. Once the date is determined, a \$300.00 service charge must be paid to My House; this is non-refundable per your lease.
4. A Notice to Vacate Amendment will be created, and all parties will need to sign the document and ensure that rent is paid according to the amendment. *This is considered your official notice, please provide My House with a forwarding address in writing at this time by emailing [securitydeposit@myfortcollinshome](mailto:securitydeposit@myfortcollinshome) . Any Security Deposit will be refunded by check, mailed to the last known address or forwarding address if provided, and made payable to all persons including without limitation, remaining original Leases and any assignees or persons granted sublease rights hereunder (no exceptions).*
5. Once all forms are properly signed and received, the \$300 fee and any required rent has been paid in full, 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.