



Notice to Vacate Eligibility and Instructions

Updated 2-2021

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, Inc. with a definite vacating date and reason for vacating.
You are still financially responsible to the lease (including rent and utilities) until new tenants are found and moved in, or your lease expires, whichever occurs first.
3. Once the date is determined, a \$350.00 service charge must be paid to My House; this is non-refundable per your lease.
4. A Notice to Vacate Early Amendment will be created, and all parties will need to sign the document and ensure that rent is paid according to the lease/amendment.
5. Once all forms are properly signed and received, the \$350 fee and any required rent has been paid in full, My House, Inc. 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.