

NOTICE OF INTENT TO VACATE

We regret that you will be moving from our community. So that we may help make your move easier, please take a few minutes to complete the following information. Please note that your notice to vacate will not be considered valid until this form has been completed, signed and received by the management office.

MOVE OUT DATE _____

CURRENT ADDRESS _____ APT. # _____

RESIDENT NAME _____ PHONE # _____ EMAIL _____

RESIDENT NAME _____ PHONE # _____ EMAIL _____

RESIDENT NAME _____ PHONE # _____ EMAIL _____

RESIDENT NAME _____ PHONE # _____ EMAIL _____

FORWARDING ADDRESS _____

This notice is effective as of the date it is received by the management office. Should the apartment be vacated and all keys returned to management prior to the move-out date indicated above, I hereby give management permission to enter the apartment for purposes of preparing the apartment for pre-leasing. I further understand that all terms, as specified in the lease, must be met in order to receive a refund of any portion of my security deposit.

REASON FOR MOVING (please check reason which best fits circumstances):

- _____ Apartment size _____ Family / roommate issue
- _____ Bought / sold house / townhome _____ Location (local, neighborhood specific)
- _____ Change of employment or school status _____ Management decision
- _____ Coast to Coast _____ Military transfer
- _____ Death / illness _____ Price / cost
- _____ Disaster / rehab _____ Rented single family home
- _____ Dissatisfaction – community / service / staff _____ Transfer within community

Other _____

APARTMENT CONDITION AT MOVE-OUT

Your apartment home is expected to be returned in a clean, move-in ready condition per your lease, which requires that the apartment home be returned in the same condition that you received it at move-in, with the exception of normal wear and tear. Please note that general cleaning of any kind that is required after you vacate is NOT considered to be a condition of normal wear and tear. Once keys have been turned in and apartment has been inspected by management, any additional cleaning and damage charges due will be assessed.

I understand that I have the option of having the landlord provide apartment and carpet cleaning as a service at move-out at the cost noted below. By initialing below, I am requesting the landlord to provide these services. If I do not request the landlord to provide these services and the apartment and carpet are not left in the condition required by the lease and the Move-Out Instruction Guide, I understand that the landlord's charges for apartment and/or carpet cleaning may be assessed against my account.

Apartment Cleaning: _____ Carpet Cleaning: _____ Resident Initials: _____

CHARGES DUE PRIOR TO MOVE-OUT

After the pre-move out inspection is performed, charges for any damages found may be assessed. Pro-rated rent will be calculated based on the move-out date on this form. The pro-rated rent amount and any applicable settlement charges will be calculated per the terms of the lease and assessed to your account ledger within approximately three business days of receipt of this Notice of Intent to Vacate, and are due in full prior to move-out unless otherwise specified in the lease. Settlement charges include charges due for late notice to vacate, early termination fees, concession chargebacks and all other applicable charges. Final utility bill(s) will also be determined upon move out. Any unpaid utility bill(s) will be charged to your account ledger and may be applied against your security deposit. You have the right to be present at the Pre Move-Out Inspection.

Pre Move-Out Inspection Date _____ Inspection Time _____ Resident Initials _____

Move-Out Inspection Date _____ Inspection Time _____ Resident Initials _____

I have received Aimco's Move-Out Instruction Guide. Resident Initials _____

I (We) have read the above terms and agree to them.

Resident Signature _____ Date _____ Resident Signature _____ Date _____

Resident Signature _____ Date _____ Resident Signature _____ Date _____

Management Signature _____ Title _____ Date Received by Management _____