

MALLARD LAKE APARTMENTS
Live Smart at Mallard Lake!

NOTICE TO VACATE AND MOVE OUT ADDENDUM

1. Written Notice

When you decide to move out of your apartment, you must submit the *Notice of Intent to Vacate* form as written notice of your exact move-out date. Mallard Lake does not assume that the lease end date is the actual date on which you will be moving out of your apartment. Verbal notice will not be accepted. This written notice of the date you intend to vacate the apartment must be submitted 30 to 60 days prior to your lease end date (see your Lease Agreement for exact number of notice days required). If insufficient notice of your intent to move out of the apartment is given, additional rent will be accrued through the 30 to 60 day period necessary according to current policies. If the notice date given is earlier than your lease-end date, you relinquish your rights to the apartment for the remaining days of the lease without reimbursement of rent.

2. Unit Availability

Once your *Notice of Intent to Vacate* form has been submitted, your apartment will be placed on a unit availability list that allows new renters to lease the apartment after your reported move-out date. If you decide to renew your current lease and stay in the apartment after the *Notice of Intent to Vacate* has been submitted, Mallard Lake cannot guarantee that your unit will be available. You may stay in your unit only if the apartment has not been re-rented, otherwise we will try to find a new unit for you based on current availability. However, we cannot guarantee that any apartments will be available at any time.

3. Pre-Move Out Inspection

All units are subject to a pre-move out inspection by a Mallard Lake Maintenance staff member within 72 hours of the *Notice of Intent to Vacate* form being submitted. No verbal or written notice of this inspection will be given outside of this Addendum. The purpose of this Inspection is to determine the amount of work needed to prepare your apartment for a new renter. No Security Deposit charges will be determined at this time, including the current condition of the unit's housekeeping needs.

4. Early Move-Out

If the move-out date reported on your *Notice of Intent to Vacate* is before the lease end date, you relinquish your rights to the apartment for the remaining days to the Lease Agreement without reimbursement of rent. All keys must be submitted to Mallard Lake on the move-out date listed on the *Notice of Intent to Vacate* form.

5. Post-Move Out Inspection

A move-out inspection will be performed on all units once the vacating resident has finished moving out. The purpose of this inspection is to assess the condition of the apartment and determine any associated fees. The unit must be left in the same condition as it was found when the resident moved in. Length of residency and any conditions or damages noted in writing on the resident's move-in inspection form will be taken into consideration. All fees associated with damages or related conditions will be deducted from the resident's security deposit.

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MOVING OUT

The following rules and procedures apply to all residents moving out of their unit. Please remember that 30-60 days written notice (see lease for requirement) is required to vacate an apartment.

1. Residents are allowed to move only between the hours of 8:00 a.m. and 10:00 p.m. All other hours are considered quiet hours according to Mallard Lake policy.
2. Any damage to the hallways will result in additional charges to the resident. Make any necessary adjustments to avoid scratching, banging, denting or damaging the hallways entirely.
3. No moving vehicles are allowed on the grass, fire lanes or sidewalks.
4. Extra charges will be incurred for large items left by the dumpsters which will require extra pick-up by the waste management company.
5. PODS are only allowed in one (1) visitor parking spot for a maximum of 48 hours. Only one (1) POD is allowed at a time.
6. All trailers and moving trucks are subject to the current Parking Rules and Regulations.
7. Building doors may not be propped open during move-out unless the door is being supervised.
8. Your apartment is not considered vacant until Management receives keys to the unit. Until keys are turned in, additional days of prorated rent will be added to your move-out fees. Additional prorated rent will be calculated from the date the lease ends or from the previously indicated intent to vacate date. **DO NOT LEAVE KEYS IN THE APARTMENT.** You will be charged rent until they are found. If the office is closed, please put your keys in an envelope with your unit address clearly marked and leave it in the overnight drop-box.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE ABOVE TERMS. I ALSO ACKNOWLEDGE THAT MALLARD LAKE MANAGEMENT RETAINS THE RIGHT TO CHANGE ANY AND ALL POLICIES AND RULES AT ANY TIME.

LEASEHOLDER SIGNATURE _____ DATE _____

LEASEHOLDER SIGNATURE _____ DATE _____

OCCUPANT SIGNATURE _____ DATE _____

OCCUPANT SIGNATURE _____ DATE _____