



# Winnemac Properties

Property Management & Investment

## VACATING PROCEDURES FOR RESIDENTS

Please be advised that you are contractually obligated to vacate the premises by 12:00 p.m. (Noon) on the last day of your lease should you choose not to renew, or if Winnemac Properties does not renew your lease. If you have not vacated the premises and returned all keys to Winnemac Properties by this time, we will enforce the Holdover clause in your Lease which states that you will be liable for double the monthly rent in the event that you (Lessee) retain possession of all or any part of the apartment after the ending date of your Lease.

### A. At Lease Expiration

Your Lease is a contract that obligates you to pay your apartment rent for the entire term of the Lease. However, you can choose not to renew your Lease and vacate your apartment at the expiration of the Lease, but you are required to give Winnemac Properties notice of your intent to vacate your apartment no later than 60 days before your Lease expires. In such instance, you are required to do the following:

1. Give 60 days notice to vacate in writing (regular mail or email).
2. Pay your rent in full, including any late charges or charges for damages. If you fail to pay your rent in full, your balance will be turned over to our current collections agency.
3. Not damage your apartment beyond normal wear and tear. Not remove appliances that belong to Lessor (see Section 11 of the Lease pertaining to Appliances). Proof of ownership shall be either Lessee's receipts for appliances or written consent by Lessor.
4. Clean your entire apartment including the range top, oven, refrigerator, bathroom, closets, cabinets, etc. You must vacuum or sweep all floors. If applicable, the carpeting will be cleaned by Winnemac Properties at no cost to you, provided it is not soiled or damaged beyond normal wear and tear. If you were given permission to install tacked down carpeting or area rugs of any sort, you must restore the flooring underneath to its original condition. If you have been given permission to paint your apartment different colors than building standard, you must return it to its original color (China White by Benjamin Moore) prior to vacating. Finally, as you clean your apartment, place debris, trash, discarded and unwanted materials, furniture, etc. in the proper trash containers and in the designated areas.
5. Turn in your keys on or before noon the day your lease expires to the location or representative specified by Winnemac Properties. If keys are not turned in as requested, you will be charged \$250.00 for lock replacement.

NOTE: Winnemac Properties has the right to enter your apartment on the last day of your Lease at 12:00 p.m. (Noon) in order to prepare the apartment for the next tenant.

### B. Prior To Your Lease Expiration

If circumstances are such that you need to move before the expiration of your Lease, you have three options:

1. You can enter into a Lease Buy-Out Agreement requiring you to pay up to three months rent to buy-out your lease.
2. Sub-lease your unit. Please contact Winnemac Properties for the appropriate forms.
3. Work with Winnemac Properties to Re-let your apartment.

If you are permitted to break your Lease, you will still be required to comply with Items A. 1-5 above.

I acknowledge receipt of one copy of the Vacating Procedures.

_____ Tenant's Signature	_____ Print Name	_____ Date
_____ Tenant's Signature	_____ Print Name	_____ Date
_____ Tenant's Signature	_____ Print Name	_____ Date
_____ Tenant's Signature	_____ Print Name	_____ Date