VESICA REAL ESTATE

# OFFICIAL NOTICE TO VACATE FORM

** All Lessees must sign this form and turn it in or submit a version of this form. The NTV is not valid until all Lessees have turned in the NTV. **

Dear [FirstName()],
Thank you for the time you have spent with Vesica Real Estate, parent company of Belhaven Residential and Redbud Village. We are sad to hear you are making plans to move, but we hope you've enjoyed your time with us. Please complete this form and sign it to make your Notice-To-Vacate (NTV) official. If you have a question about the information below, please reach out to your Portfolio Manager for clarity.

Per Section 18 of your Apartment Lease Contract, "*To terminate the month-to-month tenancy, the party desiring to terminate must give to the other party written notice at least 30 days prior to the proposed date of termination*." If you have not given a proper 30 day notice, your ledger will be charged rent for the time commencing on the day you submitted notice for 30 days. Section 18 of your Lease also states, "*All notices of lessee hereunder must be in writing and must be countersigned by a representative of lessor to be valid. No verbal notices shall be accepted or binding.*" Once you have signed this form, our representative will countersign it and then process it. At that time, the NTV becomes official. You will be able to access a copy of it in your TWA.

## CAREFULLY SELECT YOUR MOVEOUT DATE

Vesica Real Estate will use the move-out date you provide to market your unit and secure a new resident. Please select your date carefully. The date you select must be one day prior to a business day so that staff can confirm you are out by the date you indicate. If you select a date prior to a weekend or holiday, we will schedule your move-out for midnight on a day prior to a business day. You must be out on the date you provide, else incur fines and possible legal action for a holdover. Please initial to acknowledge you have read this entire section.

## SHOULD YOU WISH TO CANCEL YOUR NTV

If you choose to rescind (cancel) your NTV, you must do so in writing. Management will then have the discretion whether to allow you to stay in the unit. If allowed, your account will be charged a NTV Cancellation fee of $300. This is the cost associated with us processing your notice, inspecting your unit, marketing your unit and finding a new prospect. Please note that if we have already receive a Holding Deposit for your unit, we are likely not to allow you to rescind the NTV.

## SIGNATURES REQUIRED

All Lessees must sign this form in order for it to become official. If you have housemates or a cosigner on your account, please assist to make sure all signatures are collected. Please be aware

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that this is NOT official until it is signed by all parties AND countersigned by management.

**CAREFULLY SELECT YOUR MOVEOUT DATE**

By signing below, I acknowledge that I have read the Official Notice to Vacate Form and provide notice that all lessees and occupants intend to vacate [Address.Street1()] [Address.Street2()] before midnight on

Move-out date

Reason for moving: Textbox1

X _____
Lessee 1

X _____
Lessee 1

X _____
Lessee 1

X _____
Lessee 1

**VESICA REAL ESTATE REPRESENTATIVE:**

X _____
Landlord