



NOTICE OF INTENT TO VACATE

W178 N9912 Rivercrest Drive, Suite 101
Germantown, WI 53022-4645
Corporate Office: 262.255.1800
Saxony Village Lease Office: 262.345.5444
The Seasons Leasing Office: 262.820.0627
www.JBJCompanies.com

Name(s): _____

Address: _____ Bldg _____ Apt _____

Phone: _____ E-mail: _____

Rentable Item/Additional Premises:

Additional Garage #: _____ Underground Parking Stall #: _____

Storage Locker #: _____ Storage Locker Programmable Code (if applicable): _____

Last Day of Rental Term: _____ Reason for Moving: _____

Move-Out Date: All tenants will be out of the apartment **and** keys turned in by **8:00 AM** on _____

It is acknowledged that the undersigned tenant(s) **must vacate the apartment by 8:00 AM on the last day of the Rental Term.** No change in the move out date will be made without written approval by the Landlord. Landlord may lease the unit, commencing the day after the above move out date.

Select one:

60-Day Notice of Non-Renewal of Lease:

- I/We are vacating at the end of our rental term.

Early Termination Options:

- I/We are exercising the Early Termination Re-Rental Option as outlined below.
Landlord will attempt to re-rent Tenant's unit upon receipt of a written notice signed by all parties to the Lease of their intent to terminate their Lease as of a specific date. This does not release Tenant of their liability under the Lease. Tenant is liable until the unit has been successfully re-rented, and Tenant has a fully executed Early Termination Addendum to reflect a new lease ending date. Tenant will be responsible for a proportionate share of all advertising, showing, and leasing fees incurred in attempting to re-rent their unit. A \$595.00 Re-Rental Fee must be paid (via the Resident Portal) within 24 hours of submitting this notice.
- I/We are exercising the Early Termination Buy-Out Option as outlined below.
Tenant to pay a termination fee in an amount equal to three month's rent as consideration for early termination. This option would release Tenant of any further obligation under the Lease after their move-out date for rent and any utilities they were responsible for. All lease terminations must occur on the last date of the month. Landlord is not required to mitigate damages in this option. The termination fee is separate from any rent owed while still occupying the apartment. The notice must be signed by all parties to the lease and must be received a minimum fourteen (14) days prior to the date Tenant plans to vacate the apartment. An Early Termination Addendum will be provided to Tenant by Landlord for signature. The Termination Fee will be due at time of signing the Addendum. Fee shall be paid via the Resident Portal.

Tenant(s) (ALL TENANTS ON THE LEASE MUST SIGN):

_____	Date	_____	Date
_____	Date	_____	Date
_____	Date	_____	Date

Forwarding Address and Phone Number:
