**VACATE POLICY**

**EFFECTIVE – SEPTEMBER 17, 2013**

**UNITS ARE NOT CONSIDERED VACATED UNTIL THE FOLLOWING PROCEDURES HAVE BEEN FULFILLED. YOU WILL BE CHARGED AN ADDITIONAL MONTHS RENT IF YOU DO NOT FOLLOW THESE PROCEDURES.**

**30-DAY WRITTEN NOTICE: You must notify our office staff in writing no later than the 5th day of the month you are vacating. Forms are available in our office, or you may simply write a letter or send your notice via email. NOTE: it is your responsibility to verify we have received the notice in time. EXAMPLE: To vacate at the end of January, you must turn in your notice no later than January 5th. If you do not move out the month that you expect, you must renew your vacate notice the next month (or when you are ready to move again).**

**ALL TENANT`S MUST COME BY THE OFFICE TO ADVISE THAT THE SPACE HAS BEEN VACATED: If your lock is still on the Space at the first of the month you are responsible for that months rent. If you are an open parking customer you must come into the office and verify that you have vacated your space.**

**UNIT(S) MUST BE EMPTY AND CLEAN: No trash or left behind material, including furniture, clothing, etc. We have a dumpster available for your use. \*\*If you have materials that you do not want anymore and want them donated or given away, please come into the office and fill out a property disclosure form allowing us to dispose of the property. \*\*(however there could be charges associated with this request) Units must be swept clean. We have brooms available in the office for your use.**

**ALL PAYMENTS MUST BE UP-TO-DATE: This includes all rent, late fees, check fee, lock fee and other applicable fees. If your account is not up-to-date it will continue to accrue late fees according to the schedule set forth in the Lease.**

**NOTICE: Once you are vacated from the unit/space, you must come into the office to advise of vacate, a member of our staff will go check your unit to verify that all procedures have been followed. If you are unable to come during business hours to vacate your unit/space, please contact our General Manager to make other arrangements.**