

TENANT'S NOTICE TO VACATE TO MONROE PROPERTIES

Today's date: _____ Address: _____

Notice to Terminate Lease and Vacate Leased Premises: The lease contract for the above premises ends on _____ (please refer to your lease or latest renewal for the date); we understand that we are responsible for payment of the rent until at least this date. We will be physically vacating the leased premises on _____ and we authorize Monroe Properties to access the premises, remove any abandoned property, and prepare them for re-rental as of such date.

Security Deposit : We understand that we are to pay our last month's rent, and that the purpose of our security deposit is to satisfy any damages or unpaid balances at the end of our tenancy. The security deposit will be refunded in equal parts to those individuals check-marked in the signature-box below.

If moving early and re-renting to another party (complete only if applicable): We will be vacating our apartment early and hereby request that you attempt to re-rent the apartment to somebody else. We understand that we are still responsible for payment of the rent until our lease expires, or until an approved replacement tenant is in place (which approval is at Landlord's sole discretion). You have our express authorization to access and prepare the apartment for rental, including the disposal of abandoned property, and to rent the apartment to a third party as of _____ and we request that you place our premises on your maintenance schedule for turnover. We agree that if we change this date within 2 weeks of the requested date we will be assessed a \$300 rescheduling fee. We also understand that you may not find a replacement tenant and that we should therefore also attempt to rent the premises independently. Should we decide to sub-lease our premises ourselves, we understand that we must first obtain Landlord's written consent to do so.

Inspection/Abandoned Property: You have the right to be present at the check-out inspection of the rented premises. Per Virginia law, to be present you must make a written request to Landlord, and Landlord will notify you of the inspection time, which will occur within 72 hours of termination of the tenancy. **To make the inspection request please submit a work order via Monroe Properties' website.** Inspections can only take place during regular business hours. Should you fail to make the request, Landlord will proceed with the turnover without tenant being present. Any items of personal property which are left in or about the Premises, after Tenant(s) vacate the Premises will be considered abandoned property and will be disposed of by Landlord, at Tenant's expense, in accordance with the Virginia Landlord Tenant Act

Signatures: VERY IMPORTANT: All parties to the lease must sign this document for this notice to be valid.

**NOTICES TO SHOW YOUR PREMISES WILL BE SENT VIA EMAIL. PLEASE PRINT YOUR EMAIL ADDRESS CLEARLY.
 ~~~~ ANY CHANGES TO THIS NOTICE MUST BE MADE IN WRITING. VERBAL NOTICES ARE NOT BINDING ~~~~**

|                                                                          | Name              | Signature | Forwarding address and phone number |
|--------------------------------------------------------------------------|-------------------|-----------|-------------------------------------|
| Tenant 1<br><input type="checkbox"/> to receive security deposit refund. |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 2<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 3<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |
| Tenant 4<br><input type="checkbox"/> to receive security deposit refund  |                   |           |                                     |
|                                                                          | Email (Required): |           |                                     |

**Please help us improve our service:**

|                                                                                                                                                                                                                                                                                              |                                                                                                                    |                          |                          |                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Reasons for moving:<br><input type="checkbox"/> Leaving RVA <input type="checkbox"/> Need other unit size<br><input type="checkbox"/> Change in Rent <input type="checkbox"/> Maintenance issues<br><input type="checkbox"/> Dislike neighborhood <input type="checkbox"/> Management issues | <b>Please rate the following:</b><br>Condition of premises/bldg<br>Maintenance response<br>Office staff assistance | Poor                     | Fair                     | Good                     | Excellent                |
|                                                                                                                                                                                                                                                                                              |                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                              |                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                              |                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments and suggestions:                                                                                                                                                                                                                                                                    |                                                                                                                    |                          |                          |                          |                          |

Landlord: \_\_\_\_\_ NTV received: \_\_\_\_\_ By: \_\_\_\_\_ NTV approved: \_\_\_\_\_ By: \_\_\_\_\_