



7150 W. Potomac Drive, Boise, Idaho 83704
208-321-1900 phone 208-321-1901 fax

LEASE TAKEOVER INFORMATION

We understand that tenants must break their lease for unexpected reasons and we are here to help. The following are guidelines to help answer questions on the procedures for a lease takeover:

- **You find new tenants.** Craigslist is a great way to advertise, and you will be responsible for advertising and showing the property to potential renters. Each person 18 years and older must submit an application, pay the \$45 application, and be qualified based upon our criteria. They also must provide proof of income and a photo ID.
- **Lease Take Over Fee: \$350/\$400 (Depending on your lease).** This fee is due in the form of a cashier's check or money order along with your 30 day Notice to Vacate form and Lease Takeover Addendum before a lease can be typed up for the incoming tenants.
- **Security deposit stays with the property.** The security deposit stays with the property, and the tenants will have claim to the security deposit once they vacate. The move in inspection report that was completed when you moved in will also be transferred over to the new tenants.
- **No turnover will be done.** Incoming tenants will be taking the property "as-is." You need to clean and turn in keys to First Rate office when moved out. We will arrange with the new tenants to get them keys. **Any existing tenant caused damage will need repaired prior to transferring possession over to the new tenants as the new tenants are accepting responsibility for any pre-existing damage not listed on the move in inspection report.**
- **Rent:** We do not issue credits or do any type of payment adjustments to the account when it comes to a lease takeover. As a reminder, full rent is due on the 1st of the month, and is considered late if not received by 5pm on the 5th. If rent has not been paid, or there is any balance on the account, this must be taken care of before we can complete the lease takeover by transferring possession over to the new tenants.
- **Utilities:** Regarding utilities, there cannot be any gap where the services revert into FRPM's name, so this is something that will have to be coordinating according between you and the incoming tenants. Once everything has been completed, we will verify that the utilities have been transferred into the incoming tenant's name, and then we can hand over keys to the new tenants on their lease start date.

Please notify the office if you choose to pursue a Lease Takeover so we can make the appropriate notes to your profile. If you have any further questions, you may contact Julie Tollifson, and she will be able to answer all of your questions and ease any of your concerns.



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WHAT HAPPENS WHEN YOU BREAK YOUR LEASE AGREEMENT

We understand that tenants must break their lease for unexpected reasons and we are here to help. We will actively work for you to get the property rented to another qualified tenant. The following is what you are required to pay for breaking your lease/rental agreement.

MANAGEMENT FEES: \$100 PER MONTH This fee is due from anyone that cannot fulfill the term of the lease agreement along with your 30 day notice to vacate form. This is charged per month, and will cease once the property has been re-rented and the new tenants move in.

TURNOVER INSPECTION FEE: \$50 This fee is due from the tenant to cover the expense of labor and transportation for the Maintenance Coordinator to complete the inspection prior to the expiration of the lease.

ADVERTISING COSTS: \$50 PER WEEK This cost must be paid in order for us to put forward all efforts on getting the property rented by another party.

SHOWING EXPENSES: \$50 PER WEEK This cost is to cover the labor and transportation expenses accrued from showing the property to potential tenants.

UTILITIES: Utilities must stay in your name. The expenses are still your responsibility until the property is rented and in another person's name. If services do not remain in your name, you will be charged a \$25 lease violation fee per month for each utility that is not kept in your name along with the cost of the actual utility bill.

RENT: You are responsible for full rent until the property is re-rented and the new tenants move in. The full rent is due on the 1st of each month, and is considered late if not received by 5pm on the 5th of the month. If you do not pay as agreed, you will accrue late fees until the rent has been received in full. **Late fees: \$50 charged on the 6th of the month and then \$10 per day until the rent is received.**

RENT INCENTIVES: Any incentives or move in credits you have received during your tenancy must all be paid back in full because the lease agreement is not going to be fulfilled. This can also include reimbursement of any move in credits given to the replacement tenant.

YARD CARE: If the lease states you are responsible for the yard care then you are still required to maintain the yard until someone else signs a lease agreement and moves into the property.

If you have any further questions you may contact Julie Tollifson, she will be able to answer all your questions and ease any of your concerns.

Julie Tollifson: 208-321-1900 ext. 109 or e-mail at: Julie@frpmrentals.com



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OFFICIAL NOTICE TO VACATE FORM

Current Date: _____ **Address:** _____

Reason for moving: _____

I (we), _____, do hereby give the official notice to vacate for the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for a minimum of 30 days from the day this notice is received by First Rate Property Management, or until the end of my (our) current lease term, whichever is longer.** If the term of the lease is not fulfilled I (we) **understand additional expenses may apply.** If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **FRPM representative** no later than _____. If keys are not surrendered by this day, I (we) understand I (we) will be charged for rent for each day until keys are returned. I(we) understand all keys and controls must be turned into a FRPM representative in person or by delivering all keys and controls to the FRPM office located at 7150 Potomac Dr., Boise, ID 83704. Any changes to the move out date must be submitted in writing. If you decide to retract the Notice to Vacate, the request must be submitted in writing and approved. The tenant understands that they will be charged for the cost of advertising for their unit for the amount of days on notice if they retract. During the period of this notice I (we) are aware that First Rate Property Management, Inc. will be showing the property to possible future tenants, providing reasonable notice is given. **I(we) understand that if we use the online payment system to pay the rent, it is our responsibility to notify the online 3rd party to cancel any upcoming transactions. If I(we) fail to do so, FRPM will not be held responsible for any funds withdrawn.** **I(we) understand that any prorated rent amounts will need to be paid to FRPM in the form of a check or money order instead of using the online payment system for the final pro-rated move out rent.**



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WE ARE GOING PAPERLESS! PLEASE PROVIDE AN E-MAIL ADDRESS SO WE MAY SEND YOU A COPY OF YOUR 30-DAY NOTICE.

**TO ENSURE TIMELY PROCESSING OF THE ITEMIZED DEPOSIT STATEMENT,
PLEASE PROVIDE A FORWARDING ADDRESS BELOW:**

Street Address

Resident's Signature

City, State, & Zip Code

Resident's Signature

New Phone Numbers

Resident's Signature

E-Mail Address (PLEASE PRINT CLEARLY)



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WALK-OUT GUIDELINES

As you prepare to move from your residence on the date provided on the official Notice to Vacate form, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

NOTICE: Tenant must complete the official Notice to Vacate form. These forms are available at the office and can be picked up or mailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the FRPM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in late fees. *Example: Tenant gives FRPM Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 1st, late fees will be applied.*

UTILITIES: Tenant is responsible for maintaining utilities for up to the 30th day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in lease violation fees. *Example: Tenant gives FRPM Notice to Vacate on November 10th, tenant is responsible for all "Tenant Responsible" Utilities through 10 days in December. If the 10-days of utilities are not maintained by the tenant, lease violation fees will be applied along with the charges for the utilities.*

EXTENSIONS: If Tenant wishes to stay longer than specified on the official Notice to Vacate form, the tenant must contact the office IN WRITING to submit their request to extend their notice. If the extension is acceptable, tenant must complete a new official Notice to Vacate form to show the new move out date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. *Example: Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant submits their request in writing to extend their notice.. If approved, Tenant completes new 30-Day Notice to Vacate form, to show a move out date of December 12th. On or before the December 1st, tenant must pay 12 days of pro-rated December rent or will be charged late fees.*

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify FRPM and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. FRPM will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security, Cleaning, and Damage Deposit.

KEYS: Tenant will be charged rent until all keys and garage door openers are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. *Example:*



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Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15th. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.

WALKOUT INSPECTION

Note: FRPM representatives are not cleaning or maintenance experts. They do not own a cleaning company and they do not perform maintenance. All inspection reports are forwarded to sub-contractors to complete the work; therefore FRPM representatives are unable to provide any types of quotes or estimates for required cleaning and repairs.

A walkout inspection will be performed with or without you. The following requirements are necessary to schedule a walk-out inspection with Tenant: (1) Tenants desiring to be present at the Walkout Inspection will need to schedule it with the Maintenance Team as soon as possible in order to get a time that is most convenient for them. (2) The unit must be completely empty, vacant, and clean in order for the FRPM representative to perform the inspection. (3) No follow-up inspections are made, so do your best to have everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires cleaning prior to new tenants, cleaning charges will incur at tenant's expense.

CLEANING: Enclosed with this letter is an additional cleaning inspection checklist. Perform the cleaning as outlined as well as the move out inspection checklist as well as the checklist that is provided with the Letter of Acknowledgement. These checklists have been provided in order to help minimize or eliminate additional costs to the tenants that are incurred upon moving out. CAUTION: Very few tenants perform all of the cleaning issues on these checklists or fail to do so satisfactory. **It is highly recommended that tenants follow the above Walk-Out Inspection procedures.**

CARPET CLEANING: Carpet cleaning is automatically performed after tenant vacates the property with an FRPM approved contractor and the cost is automatically deducted from the security, cleaning, and damage deposit. **FRPM will not honor any receipts for carpet cleaning.**

DAMAGES: Tenant shall be charged for the repair of all damages, unless otherwise noted on the Move-In Inspection Sheet. It is the tenant's responsibility to complete this inspection sheet and to turn the original into the office. It is highly recommended that tenant keep a copy for themselves. Our office will gladly make these copies at no cost. *Example: Tenant moves in and notices that the blinds were damaged and FRPM was unaware that the blinds were damage. Tenant fails to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and FRPM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

REMOVAL OF TRASH AND BELONGINGS: Tenant is required to remove all belongings and trash from the property, and cannot be left on the Premises. - **DO NOT LEAVE FURNITURE OR LARGE ITEMS IN**



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OR BESIDE THE DUMPSTER AND/OR TRASH CANS. If a vendor must be sent out to remove the belongings not picked up by the trash company, the trash/item removal will be considered a Tenant charge.

MAIL: FRPM IS NOT RESPONSIBLE FOR PICKING UP OR FORWARDING MAIL. Please contact the postal service to put in a Change of Address Request to ensure the mail is sent to your new address. All mail keys must be turned in with all other issued keys and cannot be kept to be turned in at a later date. It is recommended that the Change of Address request is submitted to the postal service as soon as possible to avoid any delays.

LIGHT BULBS, SMOKE DETECTORS, ETC: Tenant is responsible for maintaining all smoke detectors and any additional CO detectors during occupancy. Tenant is responsible for replacing all expired/missing: light bulbs, smoke detector batteries, separate CO detectors, appliance light bulbs, and furnace filters. The cost to replace them will be at the tenant's expense.

By signing this document, I acknowledge I have read through the entire move out guidelines provided by First Rate Property Management. By signing this document, I understand and agree that if my account with First Rate Property Management becomes delinquent and payment is not made on amounts owing under the terms of my tenancy, and the balance is placed with a licensed collection agency, I agree to pay the fees of the collection agency, which amount is theretofore agreed to be 50% of the outstanding balance at the time the account is placed for collections. The 50% collection agency fee will be calculated and added at the time the account is placed into collections.

Tenant Signature:

Date: _____

Date: _____

Date: _____