



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

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 until a new rental agreement has been signed by the approved incoming tenants with First Rate Property Management.**

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 until keys are returned and a new rental agreement has been signed by approved incoming tenants and by First Rate Property Management. 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.

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 If I(we) fail to do so, FRPM will not be held responsible for any funds withdrawn.



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

Forwarding Address:

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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LEASE TAKEOVER 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 through this lease takeover as smoothly as possible.

NOTICE: Tenant must complete the official Notice to Vacate form. 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, late fees, and other related turnover costs until new tenants are accepted and have signed an FRPM lease.

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 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



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incoming tenant's name, and then we can hand over keys to the new tenants on their lease start date.

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, the lease takeover cannot be completed, and the balance will be 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:** _____

Landlord Signature: _____

Date: _____