

SunnyHill Properties, Inc.
Residential Lease Termination Statement of Policy

LEASE TERMINATION ON EXPIRATION DATE OF LEASE: If Tenant intends to vacate at the end of the specified lease term, Tenant is required to submit a written notice no less than 60 days prior to the expiration date of their current lease. The 60 day notice must be delivered to the Owner/Management Co. on or before the first day of the month. A notice given after the first of a month will be considered received and the 60 days will begin counting from the first of the following month.

EARLY TERMINATION: If a Tenant has been renting from SunnyHill Properties for a period **in excess of one year**, and desires to terminate the lease on a date other than the termination date of the current lease, a termination fee of \$400.00 must be paid and delivered, along with a signed Residential Termination Statement of Policy Form to the Leasing Office before your notice is considered valid. Our policy is as follows: Once we receive the termination fee, written and signed notification of the requested termination date, we immediately begin to advertise the leased property using the desired termination date the current Tenant has given. Cost of advertising is at the expense of Tenant. In the event that a Tenant breaks a lease prior to the anniversary date, the Owner/Management Co. will keep the security deposit in addition to collecting money due for the cost of damages, carpet cleaning, painting, advertising, utilities, or other such expenses. If we are unable to rent your leased property by the desired termination date, Tenant is responsible for rent and utilities until the leased property can be rented, but in no case extending beyond the original termination date of the written lease. In the event that management is able to fulfill your request for early termination, do not expect to have your deposit returned in the event that you vacate prior to your one year anniversary date.

LEASE RENEWALS: Generally, the Owner/Management Co. will notify the Tenant in writing of its intend to renew the lease and of any changes in the lease terms including any rate adjustments. Tenants are responsible for returning that document at least 60 days prior to their then current lease term if in agreement to the terms. If at least 60 days prior to lease expiration date, the Tenant does not sign the form provided by the Owner/Management Co. for renewal of the lease including any new terms, the current lease will expire as stated in the previously agreed to lease, and possession of the leased property Shall be returned to the Owner/Management Co.

NO WRITTEN NOTICE OF INTENT: If neither Tenant nor the Owner/Management Co. have provided written notice to the other that the lease will end on the date set forth on page one (1), this lease will continue upon the same terms and conditions for another one (1) year term. .

LEASE TERMINATION RESULTING FROM UNUSUAL CIRCUMSTANCES: If Tenant dies, becomes incapacitated or physically unable to reside in the rented property: this lease is binding upon Tenant's successors/agents. In either event, rent is due for a minimum of 30 days from the first day of the month after the Owner/Management Co. receives written notification of reason for need to vacate. During this time, the Owner/Management Co. may attempt to re-rent which will require showing the leased property and performing necessary maintenance. The written notification must set forth the name, address and telephone number of the successor/agent, contain the necessary documentation proving that the person providing the notice is the legal successor/agent to the Tenant, and the date the leased property will be vacated.

HOW OWNER/MANAGEMENT CO. HANDLES SHOWING OF UNITS COMING AVAILABLE: When a leased property is occupied, we make every effort to reach the current Tenant by telephone and attempt to give as much notice of the showing as possible and we will try to show occupied leased property only between the hours of 8 a.m. and 5 p.m. We realize you are packing, however we request your leased property be kept clean even if it is not orderly. This will help to rent your leased property faster thereby relieving you of the cost of rent.

NOTIFICATION TO UTILITY CO. OF CHANGE IN RESPONSIBLE PARTY: Please note: Landlord will take responsibility for notifying utility department when to read the meter and have the utilities switched back to the Landlord's name. If you are vacating before the end of your lease, you may be held responsible for the utilities until the apartment has been rented, or your lease expires, whichever ever come first.

If the Tenant leaves bulky items not properly disposed of, there will be a minimum charge of \$75 for the first item and \$25 for each additional item. If an item is too big to fit in our dumpster, do not dispose of it in or around the dumpster area.

In all cases, from the date the new Tenant's lease takes effect, the vacating Tenant will no longer be responsible for costs from that date and beyond. In every case, we will attempt to treat you fairly. We will be happy to discuss our policy with you if you have any questions.

Please sign and return one copy of this letter to the above address as soon as possible. Also include the date you would like to vacate the leased property. **Please call the office to schedule your required exit inspection of the leased property and to turn in your keys. If you do not schedule an exit inspection, your security deposit will be subject to any charges for deficiencies or defects found by our inspector that are not noted on your move in inspection. Remember, we need your forwarding address in order to return your security deposit. When moving out, please use the back stair case to avoid damage to the main hallways and staircases. Thank you.**

Sincerely,

SunnyHill Properties



Print name _____

Unit # _____

Date leased property Available) _____

Preferred showing times _____

Reason for Lease Termination _____

Forwarding address) _____

Forwarding phone # _____

Day phone _____

Evening phone _____

Signature _____

Date _____