

D. THOMPSON REALTY & PROPERTY MANAGEMENT

Agent Received by: _____ Date Received: _____

NOTICE OF INTENT TO VACATE

Today's date: _____

RESIDENT'S NAME (S): _____

RESIDENT'S ADDRESS: _____

CURRENT HOME PHONE: _____ CURRENT WORK PHONE: _____

REASON FOR VACATING: _____ DATE TO VACATE: _____

OFFICE USE ONLY

WAS CURRENT LEASE FULFILLED: Yes ___ No ___

CURRENT LEASE TERMS: ___ Month to Month ___ Year lease ending _____

LEASE DEFAULT: Yes ___ No ___ BUY OUT OPTION - Amount of Buy-out: \$ _____ Pd: Yes ___ No ___

DEFAULT NOTICE

Your lease with D. Thompson Realty is a binding contract and D. Thompson Realty expects you to honor your obligations. If you will be vacating the apartment/duplex/home before the Lease term expires or if you are not giving 30 days written notice of intent to vacate, D. Thompson Realty will enforce its rights including, but not limited to the following:

1. LOSS TO VACANCY (i.e., rent on the apartment/duplex/home until the lease expires or until the unit is relet and new residents take possession.)
2. ADMINISTRATIVE CHARGES to relet the unit.
3. ALL UNPAID SUMS (i.e., late charges, NSF charges, utility charges to the day of move-out)
4. PHYSICAL DAMAGE CHARGES, if any, and
5. CLEANING CHARGES as set forth in the Schedule of Cleaning Charges, which are available upon request in our office.

The lease requires 30 days written notice of surrender prior to vacating your apartment/duplex/house. If the terms of your Lease have already expired, you are still responsible for payment up to 30 days as stated in your lease. If you do not pay the amounts owed in accordance with your Lease, any and all of the following actions may be taken: Your account may be turned over to a collection agency and/or any national or local credit bureau or other similar collection or credit reporting service; and a civil suit may be filed against you for damages.

EARLY TERMINATION

You may terminate the Lease prior to the expiration of the Lease term if you are not in default. Provided you (a) give a 30-day written notice (b) pay all monies due through the date of termination; and (c) pay, before your vacate, the early termination fee stated in your Lease. (The Early Termination fee is separate from your rent and deposit even if the apartment is relet.) Early termination does not release you from responsibility for damages to the unit. Your security deposit MAY NOT be applied to your last month's rent for the Early Termination Fee.

ASSIGNMENT OF SECURITY DEPOSIT

In roommate situations, D. Thompson, in its sole opinion, may consent to a vacating resident obtaining a replacement roommate. All terms and conditions of the Lease remain in full force and effect, including those relating to your security deposit and the refunding of said deposit. By your signature below, you hereby transfer and resign and all rights, title and interest, if any, to your security deposit to the replacement roommate and acknowledge that D. Thompson Realty does not waive any rights it may have as set forth herein above or in the lease.

I hereby transfer and assign my security deposit to _____.
(Roommate or replacement only)

VACATING APARTMENT

I understand D. Thompson Realty will NOT refund my security deposit, if any, until I provide a forwarding address. Keys must be turned in to management office upon vacating apartment.

FORWARDING ADDRESS: _____

- If in default of the Lease, I will utilize the Early Termination clause per above. Yes ___ No ___ N/A ___
- I have read and understand the Default and Early Termination terms and conditions above.
- I understand that my Lease Contract provides that my unit be shown to prospective clients before I vacate.

Resident

Date

Management:

Resident

Date

D. Thompson Realty & Property Management
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