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VACATING PRIOR TO LEASE EXPIRATION
We appreciate your business and are sorry to see you go.

PAY THROUGH RE-RENTAL OF UNIT:

- You can move out at any time and continue to pay rent until the unit is re-rented. Please keep in mind per the rental agreement and Montana law at least a 30-day notice to vacate is required.
- **Tenant's obligations under the terms of the Agreement (e.g., payment of monthly rent and utilities, etc.) shall not cease upon surrender of premises.** Such obligations shall continue until the rental agreement expires or until the property has been cleaned, all keys have been turned in to our office, and a new rental agreement has been executed, whichever occurs first. **If re-rented prior to the rental agreement expiration, Tenant(s) shall be charged actual costs associated (See supplement G-Actual Costs Associated Summary) with vacating the premises prior to the expiration of the rental agreement upon signing of a new rental agreement as compensation for costs and efforts associated with releasing said unit. To the extent any leasing concessions, including free rent, were provided, the value of such concession received by tenant(s) may be deemed unpaid rent and recaptured accordingly.**

KEY FACTORS YOU NEED TO KNOW:

- You **MUST** provide written notice to our office of your intent to vacate.
- To assist you, we will place your unit on our Unit Vacancy List. Additionally, your specific unit will be posted to Craigslist on a weekly basis. It is to your benefit to vacate the unit as soon as possible so we may begin getting the unit ready for a new occupant to help mitigate damages (rent, heat/hot water, etc.). Please see the Move-Out Procedure provided in the notice to vacate letter that is sent after receipt of notice for more information regarding the inspection, security deposit return process, etc.
- Be sure to provide the office with your correct contact number/email address and a forwarding address.
- Rent and heat/hot water is still due and payable on the first of every month even if you have vacated the premises. Should rent not be paid, late charges will be posted beginning the 6th. Please **DO NOT** remove the electric services from your name until your agreement has expired or the unit has been released.
- Certain circumstances may warrant modifications (e.g. military personnel). Such situations will be reviewed on a case-by-case basis once a reasonable accommodation request and supporting documents have been submitted to our office for review.

You may elect to offer an incentive for re-rental. For example, you may want to offer a new tenant \$200.00 to make your unit more desirable than other units of similar size. An offer of an incentive must be given in writing and paid in full prior to the advertisement of the incentive. Please contact our office for additional information on incentives and marketing strategies.