

SUBJECT	Date
<p style="text-align: center;">CONVENTIONAL PROCEDURES MANUAL MOVE-OUT PROCESS RESIDENT'S NOTICE OF INTENT TO VACATE Form #T-41</p>	<p style="text-align: center;">10-4-12</p>

PURPOSE: Resident's written notice that they are moving

PREPARED BY: SM, LA or OM

WHEN PREPARED: At least 30 days prior to move out

Complete form as follows (see example):

- (1) Property Name
- (2) Resident(s) Name(s)
- (3) Apartment number
- (4) Resident's daytime phone number
- (5) Date apartment to be vacated. Enter actual date resident intends to vacate apartment.
Note: All leases end on last day of month but we need to know date resident actually intends to move.
- (6) Full mailing address of where the resident is moving. This is where we will send security deposit refund.
- (7) Resident's reason for vacating the unit
- (8) Signature of resident
- (9) Signature of co-resident
- (10) Date signed by resident
- (11) Print name of FMC employee receiving notice
- (12) Date actually received in property office. Very important.

SUBJECT	Date
CONVENTIONAL PROCEDURES MANUAL MOVE-OUT PROCESS RESIDENT'S NOTICE OF INTENT TO VACATE Form #T-41	10-4-12

- (13) Date resident moved in
- (14) Time notice received in property office
- (15) Date lease expires
- (16) Check Yes if resident or representative submitted additional documents such as a letter, medical statement, death certificate, military orders, etc.
Check No if no documents submitted.

Community Name _____ (1)

NOTICE OF INTENT TO VACATE

Name _____ (2)

Apt. # _____ (3) Telephone Number _____ (4)

Move Out Date _____ (5)

Forwarding Address _____ (6)

I understand that my security deposit may not be used as my last month's rent.

I understand that when the lease terminates and I move from the apartment, all or whatever part of the security deposit I am entitled to by law will be returned to me.

I also understand that any damages, unpaid utility bills, unpaid rent or late charges will be deducted from the security deposit.

We are sorry we are losing you. Please tell us why you are moving.

Bought home/condo _____ Illness _____ Death _____ Job Transfer _____

Moving out of area _____ Lower Rent _____ Bigger Apartment _____

(7) Dissatisfied with Community _____ Other _____

Comment: _____

Resident(s) Signature

_____ (8)

_____ (9)

Date _____ (10)

For Management Use Only

Received by _____ (11) Date _____ (12)

Move In Date _____ (13) Time Received _____ (14)

Lease Expires _____ (15) Attachments: Yes (16) No (16)

Example 1

Procedure 10.020
Exhibit 2 Page 1 of 1
Date 10-4-12

Community Name Willow Pond

NOTICE OF INTENT TO VACATE

Name Sunnie Fisher

Apt. # 414 Telephone Number 386-290-6663

Move Out Date 8/31/12

Forwarding Address 55 Plaza Dr
Ormond Beach FL 32174

I understand that my security deposit may not be used as my last month's rent.

I understand that when the lease terminates and I move from the apartment, all or whatever part of the security deposit I am entitled to by law will be returned to me.

I also understand that any damages, unpaid utility bills, unpaid rent or late charges will be deducted from the security deposit.

We are sorry we are losing you. Please tell us why you are moving.
Bought home/condo Illness Death Job Transfer
Moving out of area Lower Rent Bigger Apartment
Dissatisfied with Community Other
Comment: Love this place sad to leave

Resident(s) Signature
[Signature]

Date 7/29/12

For Management Use Only

Received by JERRY MINNICK Date 7/29/12

Move In Date 8/11/11 Time Received 3:30 PM

Lease Expires 8/31/12 Attachments: Yes No

 **FAXED**
7/29/12

Apt. 414 Code P12
SCANNED
7/30/12

30 306

EXAMPLE 2

Procedure 10.020
Exhibit 3 Page 1 of 2
Date 10-4-12

Community Name Willow Pond

NOTICE OF INTENT TO VACATE

Name [Redacted]

Apt. # 3060 Telephone Number 386-846-[Redacted]

Move Out Date 8-13-2012*

Forwarding Address (For new, current business address):
2441 Bellevue Avenue
Daytona Beach, FL 32114

I understand that my security deposit may not be used as my last month's rent.

I understand that when the lease terminates and I move from the apartment, all or whatever part of the security deposit I am entitled to by law will be returned to me.

I also understand that any damages, unpaid utility bills, unpaid rent or late charges will be deducted from the security deposit.

We are sorry we are losing you. Please tell us why you are moving.
Bought home/condo Illness Death Job Transfer
Moving out of area Lower Rent Bigger Apartment
Dissatisfied with Community Other

* Comment: See attached letter.

Resident(s) Signature
[Redacted Signature]

AUG 13 2012

Date Aug. 10, 2012

For Management Use Only

Received by Sandi Mitchell Date 8-10-12

Move In Date 02-23-2012 Time Received 9:40 AM

Lease Expires 02-28-2013 Attachments: Yes No

* based on Chelsea Parthel's move-in date.

Procedure 10.020
Exhibit 3 Page 2 of 2
Date 10-4-12

[Redacted]

[Redacted]

2441 Bellevue Avenue
Daytona Beach, FL 32114
386.846. [Redacted]

August 10, 2012

Willow Pond Management
875 Wilmette Avenue
Ormond Beach, FL 32174

To Whom It May Concern:

My name is [Redacted] and I am currently living in the Willow Pond community in apartment # [Redacted]. Due to the reorganization of my department at work, my time in our Daytona Beach office vs. my time in Jacksonville office will change and I will be spending a significant more time up north. For this reason, I am looking to move up to an area closer to the Jacksonville office to reduce the long commute.

Part of the reorganization is bringing in a new team member, [Redacted] who I have spoken with about taking over my lease.

I have enjoyed my time here at Willow Pond and will continue to recommend the apartment community to those looking for an apartment in the area, however, due to my new schedule, it is not logical for me to remain in Ormond Beach once my new schedule goes into full effect by the end of August.

I enjoyed my time at Willow Pond and thank you for the consideration of releasing me from my lease and allowing [Redacted] to take over my lease.

Thank you,
[Redacted Signature]