



# EXCEL REAL ESTATE MANAGEMENT, INC.

1502 E. Jackson Bloomington, IL 61701 ♦ (309) 829-5885  
www.ExcelREM.com

## LEASE ADDENDUM EARLY MOVE-IN AGREEMENT

Resident: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
*Last Name* *First Name*

Address: \_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

Any unit that is to receive new carpet or tile or any other major improvement is not eligible to sign early move-in agreement.

In return for allowing Resident(s) to move into unit prior to date specified in the lease, Resident(s) agrees to the following:

**RENT:**  
 Resident(s) understands that all roommates must be paid in full through and including the month original move in was to take place prior to releasing any keys for the unit. **This agreement will not be accepted without full payment.**

**MAINTENANCE, PAINTING, CARPET CLEANING:**  
 The carpets will not be cleaned, the unit will not be painted, and maintenance will not be complete by the agreed move-in date and Resident(s) agrees to take unit in “as-is” condition. Resident(s) understand that Excel Real Estate Management, Inc. may be working in the unit after tenant moves into unit to complete some of these items.

**CLEANING:**  
 The apartment will not be cleaned and Resident(s) agrees to take unit in “as-is” condition. The resident(s) warrants that they will be responsible for properly and thoroughly cleaning the unit upon vacating the unit regardless of the condition in which it is received.

**PERSONAL PROPERTY:**  
 The resident(s) agrees that Excel Real Estate Management, Inc. may have independent contractor(s) in the unit over which Excel Real Estate Management, Inc. has no direct supervision and that loss or damage to Resident(s) personal property could result, and that Excel Real Estate Management, Inc. will not be liable for damage or loss.

**UTILITIES:**  
 Resident(s) understand that all utilities must be set up in Resident(s) name as of the move in date. Failure to do so will result in fees as outlined in the lease agreement.

RESIDENT(S) Print:	RESIDENT(S) Sign:	DATE:
_____	_____	/ /
_____	_____	/ /
_____	_____	/ /
_____	_____	/ /

----- OFFICE USE ONLY -----  
**REQUIRED ACTION PRIOR TO ACCEPTANCE**

- |   |  |
|---|--|
| <input type="checkbox"/> Verify Rent is Paid in Full                | <input type="checkbox"/> Provide Copy of Signed <b>Early Move-In Agreement</b> to Resident |
| <input type="checkbox"/> Verify No Major Improvements are Scheduled |  |

Office Staff hereby acknowledges the completion of items above on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_.

**REQUIRED ACTION WITHIN 24 HOURS**

- |  |   |
|--|---|
| <input type="checkbox"/> Update Info on <b>Apartment Timeline</b>                | <input type="checkbox"/> Obtain Manager’s Signature on <b>Early Move-In Agreement</b> |
| <input type="checkbox"/> Update <b>Maintenance Card &amp; Vacate Work Orders</b> | <input type="checkbox"/> Attach <b>Early Move-In Agreement</b> to Lease               |

Leasing Agent hereby acknowledges the completion of items above on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_.

Manger hereby acknowledges the verification of items above on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_.

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