



EXCEL REAL ESTATE
MANAGEMENT, INC.

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

NOTICE OF INTENT TO VACATE EARLY

We would like to thank you for renting from Excel Real Estate Management, Inc. and hope you will choose us in the future. This letter is to inform you of your obligations to the lease and procedures for renting your unit. This letter is intended only to help you but in no way alters or supersedes any agreement made in the lease. Our intention below is to clarify items to avoid confusion. Thank you for your time.

1) Terminating the lease prior to the expiration date requires the tenant to find someone to sign an approved lease. Tenant will be responsible for a processing fee equal to one month's rent that will not be applied toward any unpaid rent, utilities, or damages. This cost covers the office fees associated with the re-rental of a unit and additional maintenance on the apartment. All responsibilities of advertisement and showings are that of the tenant.

2) To assist you, Excel Real Estate Management, Inc. is available for hire to market your property. Upon written request Excel Real Estate Management, Inc. will take phone calls, show your unit, and work on your behalf to find a new renter for a re-rental fee equal to one month's rent. This fee is in addition to the processing fee. However, the tenant is still responsible for the rent and utilities until the unit is re-rented. **Any written notice does not fulfill your obligations when you are still under the terms of the lease.**

3) The tenant is responsible for paying the rent on time until a new renter is found. Late fees will be applied as is stipulated in the lease. The security deposit may not be used for rent. The deposit is for damages only.

4) Once a prospective tenant is found, they will have to be approved with a thorough credit check, rental history verification, and employment verification. Prospective tenants are required to sign an approved lease and have the full security deposit and one month's rent. Please remember they must have a steady source of income and good credit to even be considered. Informing people of the credit check will save both parties time. **All tenants must be approved by Excel Real Estate Management, Inc. No exceptions and no subletting will be allowed.**

5) Failure to follow the obligations of the lease will result in legal action. Per terms of the lease we may keep the deposit in full and hold you responsible for the rent until the unit is re-rented. The above conditions offer you an alternative at our discretion but the terms of the lease still apply. Per terms of the lease we may collect late fees, court costs, attorney fees, interest, and other fees associated with collecting the debt. Excel Real Estate Management, Inc. promptly reports to a credit reporting agency any debt in arrears. Collections and reporting will be made on all parties on the lease and/or living on the premises. This may include but not limited to cosigners on the lease.

I understand the above terms and conditions and intend to comply with this agreement.

RESIDENT(S) Print:

RESIDENT(S) Sign:

DATE:

_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

Note: This agreement must be accompanied by your Notice of Intent to Vacate.

**It is the Resident's responsibility to retain a copy of this document for their records should any dispute arise.
This notice does not supersede or modify the lease of Resident.**