

**Westview Village Apartments  
511 Westview Drive #313  
Hastings, MN 55033  
651-437-7805**

**VACATE POLICY\***

As stated in your lease, you are required to give a sixty-day, two calendar month notice. This notice must be received **in writing on or before the first of the month and requires you to be out by 12:00 noon on the last day of the month.**

Our move-out procedures provide that you schedule your move and your move-out inspection prior to 12:00 noon on the last day of your tenancy, according to your notice given.

Resident(s) agree that they will be liable for any damages or concessions Management might need to make to a future Resident as a result of Resident(s) late move. In addition, any Resident that has not vacated by 12:00 Noon on the last day of the month will be charged \$50 per hour for each hour beyond Noon until the Resident informs Management that the Apartment is vacant. These sums may be deducted from Resident(s)' Security Deposit. Resident(s) will be liable to Management for these amounts and any court costs or attorneys' fees Management incurs to enforce this provision.

We want your move to go as smoothly as possible. Moving time is always busy and you have a lot on your mind. One of those things is getting your security deposit back. Contrary to what some residents believe, we WANT to return your deposit promptly and in full with interest according to MN Statute 504B.178, and we will as long as your rent is paid in full and you follow these enclosed instructions.

In order to avoid unnecessary charges and delays, we ask you to leave the apartment "clean and free of damage". We will do a move-out checklist at the time of your move-out inspection and compare it to your move-in checklist. A cleaning checklist can be found on our website at <http://cpm-homes.com/policies.php> or one can be provided for you if you wish.

Please schedule an appointment with the Manager of your building prior to your vacating. Our staff will inspect your apartment while you are present and any questions can be quickly answered and decided upon at the time.

For those of you who wish NOT to clean their apartment, perhaps forget some areas, or have a different set of cleaning standards that our community's standards, you should be aware that any cleaning necessary is charged at an hourly rate of **\$30.00. Any damages are charged as actual repair/replacement costs.**

Remember to turn in all keys and leave your forwarding address with our management staff at the time of your vacating. Your forwarding address is necessary for us to return your deposit according to State Statute. Should you have any other questions, do feel free to contact the management staff.

If resident wants to opt out of their lease agreement, they may do so by paying two months rent in full following the month they have moved out and followed proper move out procedures with management.

**If you have any questions, or if we can be of service at any time, please call.**

**Your cooperation is greatly appreciated.**

\*This vacater policy is to be considered an attachment to the lease.