



700 Sherman Oaks Drive, Ludington, Michigan 49431
Office Phone: 231-845-0572 ♦ Fax: 231-845-5629
Manager, Broker: MaryLyn Leavitt (c) 233-1520

Dear Tenant,

We are sorry to hear that you may be leaving, and hope that you have enjoyed your time living here at Sherman Oaks Apartment or The Manor. We understand that moving can be a stressful time with many things to remember. The information below and on the attached documents will remind you of your obligations under the terms of the lease and help you finalize your business with us.

The following obligations are supported by the terms of the lease and applicable Michigan law:

- A 30-Day or 60-Day written notice of move-out is required to terminate your lease. Please, see the terms of your lease to know which form to use.
- The tenant must pay full rental payment for the duration of the final thirty/sixty days, regardless of whether the tenant chooses to vacate earlier. Partial months are charged in a pro-rated fashion.
- The tenant **MUST** vacate no later than thirty/sixty days from the date of the notice. The thirty/sixty day notice is a legal agreement for the tenant to vacate, during which time the landlord is actively seeking a new tenant.
- The landlord has the right to show the vacating tenant's apartment during the thirty/sixty day notice period, provided a good faith effort is made to notify the tenant and arrange for a mutually convenient time for landlord's entry.
- Tenant must return all keys (apartment door, mailbox, carport if applicable) to the landlord when vacating the apartment. The carport lock (if applicable) should remain locked on the storage unit.
- Each Tenant is jointly and severally (individually) liable for all obligations of this lease. If one Tenant fails to pay rent, one Tenant or any number of other Tenants may be held liable for that unpaid obligation. The defaulting Tenant may remain liable to the other Tenants for that unpaid obligation.
- In accordance with Michigan law, a written notice (*cannot be verbal*) of your forwarding address must be received by our office no later than **4 days from vacating** the apartment in order for you to receive any deposit that is owed to you.

Also remember: The tenant should call **Consumers Energy (1-800-477-5050)** and schedule to move the electric bill back into Sherman Oaks' name on the date the tenant is vacating. Charter, Frontier, or any other utility vendor should be cancelled or transferred to your new residence as well. Also, a change of address form should be filed with the US Postal Service.

We hope this information assists you with your plans. We wish you well.

Take care,

MaryLyn Leavitt, Property Manager

Attachments:
30/60-Day Notice of Move-Out
Forwarding Address Form
Move Out Checklist