

If you plan to vacate your apartment before the end of your lease term, you must provide written notice to Westview regarding your intent and expected date to vacate. **This notice does NOT mean you are released from the lease terms and conditions. Tenants who vacate their unit prior to the end of the lease term remain responsible for all the duties and conditions of the lease until the unit is re-rented and a Lease & Novation Agreement is signed by all applicable parties, or until the lease term actually ends.** The following must be performed before you will be released from your lease obligation:

- 1) **Per your Lease Agreement, you will be charged an early vacate fee of \$150 or \$250 (depending on your specific Lease terms) per outgoing tenant.** This fee is applicable both in the event that all tenants are vacating early and in the event that at least one of the original tenants will remain in the apartment. In the event of a "roommate swap," the outgoing tenant will be charged a \$150 or \$250 Early Vacate Fee (depending on individual Lease terms) and the incoming tenant will be charged a \$25 or \$50 roommate addition fee, per the Lease agreement. No agreements shall be effective until this/these fee/s is/are paid in full.
- 2) **In the event all tenants will be vacating early, you are responsible for finding someone to take over your lease.** The best way to do this is to advertise on Craigslist, in the Western Front or Bellingham Herald, and/or post flyers around campus, downtown, etc. **You must advertise, take calls, and show the apartment yourself at your expense.** Westview does not advertise Lease Assignments but if you grant permission, we may refer relevant inquiries to you.
- 3) Once an interested person is found, they must fill out an application, pay the \$50 application fee per applicant (plus \$25 cosigner fee if required), and be approved through our office. Applications can be found on our website at <http://www.westviewrentals.com> or picked up at our office. *(If the person you find to take over your lease does not qualify, you are responsible for finding another person.)*
- 4) The new tenant(s) must be approved and everyone must sign all necessary paperwork **before** they can move into your unit. A penalty of \$200 will be assessed against anyone who moves into a unit without prior approval from Westview.
- 5) **The original security deposit paid at the beginning of your lease will remain with the unit and transfer to the new tenant. This includes any pet deposits made at any time throughout the lease.** The vacating tenant(s) must decide if and how they want the new tenant(s) to reimburse them for the deposit paid. In order to be officially released from your obligation, a "Lease & Novation Agreement" **MUST BE SIGNED BY THE VACATING TENANT(S), THE NEW TENANT(S), AND ANY REMAINING TENANT(S).** After the agreement is signed by all parties, any and all funds on deposit with Westview Real Estate, Inc. will be transferred into the name(s) of the new tenant(s).
- 6) If you vacate the apartment before the end of the lease and a new renter has **not** been found, all amounts that will be due through the end of the lease will become due and payable as of the vacate date. In addition, you will be charged any costs associated with re-renting your unit as described in the Cleaning, Damage & Performance Deposit & Non-Refundable Fee Agreement.
- 7) If a pet is currently in the unit or if a fine for an illegal pet has been processed, **any assignment of the Lease will require the outgoing tenant to have a UV test on the carpet (performed by a Westview approved vendor) before the Lease & Novation Agreement can be effective.**
- 8) All properties (except Cornerstone Apartments) now follow a strict no-pet policy. Even if you were previously granted permission for a pet or a pet deposit remains on file, new tenants will not be given permission to have a pet.
- 9) All remaining tenant(s) will be required to sign the Lease assignment agreement in addition to the leaving tenant(s) and the new tenant(s).

***NOTE: We cannot guarantee a new renter will be found by the date you intend to vacate. You will be responsible for the entire rental obligation until a new renter is found.**