

If you are planning to move out, it is important that you read and understand and carefully follow the requirements of your lease and/or any subsidy regulations. (Section 8 residents often must give the owners advance, written notice 60 days before the move-out.)

Also, if you require certain documents from us as part of your planned move, we remind you of our lease addendum provisions:

Credit Release: To direct us to confirm your residency or account information, please furnish FIVE dollars and the name and contact information of the recipient. Kindly sign and date your request. For copies of your lease, a statement, application or other documents, add THREE dollars for each document.

Move out: If you decide to move, it is your legal obligation to notify the agent and owner of your intention IN WRITING, in advance, as per the lease. Later, you must AGAIN also give WRITTEN NOTICE to the owner and agent that YOU HAVE ACTUALLY MOVED. Two forms are here for your convenience.

Email is Agents@YaleKent.com

Mail: Stuyvesant Yale LLC Real Estate Brokers 790 Clinton Ave# 3146, Newark NJ 07103-0146.

to Stuyvesant Yale, LLC and Owner _____

We, as tenants hereby state that we will move out on _____ before noon

from the leased premises at (address) _____ apt# _____, _____.

We request a move-out inspection* to be conducted on _____ @ 9 am noon.

*optional-- Inspections are conducted only on Wednesdays and Saturdays.

Phone# _____	email _____	
Signed by Tenant(s)	Received by Agent	Witnessed or Notarized
_____	_____	_____ date _____
print name(s) under:	print name(s) under:	print name(s) under:
_____	_____	_____ date _____

-----Cut Along Dotted Line -----

MOVED OUT LETTER

(Send or Deliver after your move, with all keys)

to Stuyveant Yale, LLC and Owner _____

We, _____ do hereby state that we have moved all our possessions out of the premises and enclose all keys in our possession, hereby ending all our rights to tenancy, occupancy or to store any personal property effective today.

We removed all our personal property at the premises (address:) _____.

For account statements and SECURITY DEPOSIT refunds, **OUR new MAILING ADDRESS** is :

_____ city, state zip _____

ACH Bank Transfer : Name on account:

Routing # _____ *Acct#* _____

Mail or bring keys to owner, sign & print your names, date the document and retain a copy.

Signed by Tenant(s)	Received by Agent	Witnessed or Notarized
_____	_____	_____ date _____
print name(s) under:	print name(s) under:	print name(s) under:
_____	_____	_____ date _____

ENHANCEMENTS: CONVENIENT OPTIONS for our CUSTOMERS:

If you are ever interested in a deluxe enhancement to the premises, please inquire with the agent or owner as to terms and cost. It is a an affordable way to improve your home and personalize the space to suit your needs! This form not valid until signed by landlord.

Parties agree to use of the following on premises with following terms and conditions:

Washer & Dryer, \$varies / month; tenant supplies their own equipment.

Garage or Yard Use \$varies; tenant agrees to clean behind their use.

Parking Space \$ varies.

Storage Area \$ varies.

wi-fi or wireless internet

VOIP / Other service

upgraded appliances

alarm system

ceiling fans

new paint or decorating

2 trash cans

“Convenience Utilities” \$25 will cover your use of the electricity and gas on the premises for two business days. You must deposit a bond in the form of money order for \$ 125 made payable to “Stuyvesant Yale, LLC.” By ten am on the third business day, TIME being OF THE ESSENCE, the owner shall cause to terminate or interrupt any service UNLESS the tenant shows proof that it has turned on all utilities required by the lease in the TENANT’s own name; then agent will refund \$100 of the bond upon 3 business days.

Your Name _____ Address _____

Unit# _____

Lease from _____ noon to (ending date) _____ noon.

FOR OFFICE USE ONLY :

Form Received on (date) _____ Paid via _____ Acct# _____

Informed Owner/ Super by _____ on _____ Broker Sign-off _____

Lease Document Checklist:

Address Unit # Tenant Agent

To Ensure a process that is fast, smooth, easy to understand and convenient, we urge landlords and tenants read the lease forms today.

Tenants, you may sign all the lease paperwork ahead of time, so that (upon credit approval), you need only come in to submit your payment and collect your key! You may pay a bond (refundable) to use the utility service for one business day if you wish to have the convenience of lights and gas. (If available).

Whenever possible, be in touch with your agent to schedule an appointment. If you currently have renters' insurance, bring your paperwork. If not, you will automatically be enrolled in a policy if you move to one of our "Portfolio" properties for a cost of \$12.99/ month. A "Portfolio" property is one where Stuyvesant Yale acts as the current property manager, in addition to serving as the leasing agent.

Bring Payments (certified funds), ID; obtain receipts & Key at 790 Clinton Ave, Newark NJ.

Usually this is the first month's rent, a security deposit and /or a broker fee

Landlords, please send us the following with the keys when the listing begins:

Lead Paint Disclosure form signed by you.
Any lead paint reports you have. Common Areas & Unit
Any special disclosures or bulletins, such as:

- Exterminating Schedule and Notices
- Inspection Reports, Forms, and Certificates
- Condo By-laws (if applicable)
- A Landlord Identity Statement with contact information for you, managers &/or supers
- All paperwork required by local subsidy agencies (as applicable)

The Leasing Process of Stuyvesant Yale consists of signing several documents, in 3 sets, paying the move-in funds, submitting your ID for copying, and any subsidy or government agency paperwork. Here's some helpful INSTRUCTIONS TO Tenant's AGENT/ Information to Parties :

Confirm Availability From Listing Broker _____ Unit # _____ Floor _____
Obtain, Read & Sign Lead PAINT DISCLOSURE (if applicable-- if built before 1978)

- o / **Initial** ATTACH ANY LEAD TESTING REPORTS
- o Owner's Special DISCLOSURE INFO & REPORTS (if applicable)
- o Any Special Exterminating Notices, Schedules
- o Any Special Management or Building Bulletins
- o **One party must sign their TIN# on bank Security Deposit Form**

Sign NJAR LEASE(this is part 1)
Sign THIS ADDENDUM (this is part 2)
Sign 2014 DISCLOSURES KIT, (this is part 3)

TO LISTING Agent: COPY all Signers, Fax to owner, Upload to "Appfolio" & Email to all parties & Broker(s).

Lease Approved by _____ TIP Approved by _____

Keys Tested for functionality ? Serial # of Key(s) _____

Was Intercoms/ Directories Re-programmed ? _____

Remove Listing from all Advertising & Databases _____

Lockbox or "TIP" Keys Used/ Returned _____

Inform Super, Owner, Utility Companies & Note Acct#s _____ Eliz Gas Fax# 866 550 8566

Insurance Certificate "Vetted" by _____

Utility Bonds _____ Expiration Date _____

Agents Name & Signature _____ Records Manager _____ Date _____