

MEMO Alex Mac Properties Inc. 21935 NE Halsey St. Ste 1100, Fairview OR 97024

QUESTION:

HOW DO I GIVE NOTICE TO VACATE?

ANSWER:

If you are on a month to month rental agreement and you want to give notice to vacate you must do so in writing. You should make written notice with the following information:

PLEASE CONSIDER THIS MY 30 DAY NOTICE OF INTENT TO VACATE

Your Name:

Rental Address:

Date you intend to Vacate:

Forwarding Address:

Your Signature

Today's Date

This notice must be signed and should be mailed or faxed (503 618 9314) to the management company. Please allow three days for mailing.

QUESTION:

Will my rent be prorated?

ANSWER:

If you mail your notice on the 12th day of January to be effective for the 15th day of February then you will owe rent from February First through February 15th. We will respond to your notice to vacate with an acceptance letter that will include your pro rated rent.

QUESTION:

If I give a 30 day notice but move right away do I have to pay rent for the whole 30 days?

ANSWER:

Yes, you are obligated to pay rent for your last 30 days even if you are not living in the unit. If we are able to re rent your unit during that 30 day period then you will receive a pro rated portion of your rent back.

QUESTION:

When will I get my deposit money back?

ANSWER:

Your deposit money will be refunded or accounted for within 31 days of the day that you vacate (give back the keys). Remember, once you are completely out of the unit you MUST return the keys to our office or leave the keys on the kitchen counter AND call our office to report that you did so. You must deliver possession to us by giving us the keys.