

ARCHSTONE



Relocation Guarantee Request

We're happy that you've found a new apartment to call "home" within our family of great apartment communities. As a resident in good standing* we'll help make your move as easy as possible. First, complete this form as your 30-day notice to vacate and relocate. Once your request is approved, we'll transfer your security deposit, and waive the application fee associated with your new apartment. Then, all you have to worry about is where to put your couch!

Resident information:

Today's Date: ____ / ____ / ____

Your name: _____

Name(s) of other residents: _____

Home phone: _____ Work phone: _____

Original move-in date: _____ Current lease-end date: _____

Community Information:

Relocating from: _____ Relocating to: _____

Community Name: _____ **Community Name: _____

Apartment number: _____ Apartment number: _____

Address: _____ Address: _____

City: _____ State: ____ Zip: _____ City: _____ State: ____ Zip: _____

Requested move-out date: _____ Requested move-in date: _____

***Have you contacted this community about your new apartment? Y ____ N ____.* If yes, do you remember the name of the associate that assisted you? _____

Resident Responsibilities:

- Relocation to a community outside a 30-mile radius from your current community is required. A 30-day notice to vacate and relocate is also required. Submitting this Request serves as your written notice of intent to vacate your current apartment on the move-out date indicated on this form. If you fail to move out on the agreed upon move-out date, you: 1) may be subject to additional security deposit deductions relating to the holdover, and 2) will assume liability for increased holdover rents and one month's lease extension in the event of unauthorized holdover. If you move out of your current apartment, but fail to relocate and take possession of your new apartment, you will be bound to the terms of your original lease agreement.
- If you currently reside in, or would like to relocate to, an apartment home that qualifies for a rent subsidy, prior approval from the community managers at both communities is required.
- Once we receive this signed Request, owner/management may clean, repair and relet your current apartment for occupancy by a new resident on the day after the move-out date indicated on this form.
- Once you are approved and execute a new lease, your refundable deposit will transfer to your new apartment. **You will be required to pay any cleaning fees/damages if applicable prior to moving, along with the unearned prorated portion of any up-front rent concession.** For your convenience, these charges may be paid with a credit card. Your account will be considered in good standing when all balances are satisfied.

Associate assisting customer at origination community: _____

Your preliminary apartment inspection is scheduled for: _____

Your move-out inspection is scheduled for: _____

Resident signature

Date

Resident signature

Date

Community Manager signature – Originating Community

Date

**Residents are considered in "good standing" based on rental payment history and community policies compliance.*

ARCHSTONE



Resident Information Update Request

We're happy that you've found a new Archstone apartment to call "home." Please take a few minutes to complete this information sheet so our records will reflect your most current information.

Resident #1

Name	Home Phone	Email
Employer	Work Address	Work Phone
Vehicle Type	License	Year / Color
In case of emergency, contact:	Relationship	Address / Phone
Pet	Type / Breed	Weight

Resident #2

Name	Home Phone	Email
Employer	Work Address	Work Phone
Vehicle Type	License	Year / Color
In case of emergency, contact:	Relationship	Address / Phone
Pet	Type / Breed	Weight

Resident #3

Name	Home Phone	Email
Employer	Work Address	Work Phone
Vehicle Type	License	Year / Color
In case of emergency, contact:	Relationship	Address / Phone
Pet	Type / Breed	Weight