



NOTICE TO VACATE

LESSEE: _____

LESSEE: _____

LESSEE: _____

LESSEE: _____

UNIT CODE: _____

STREET ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

IS THIS A TRANSFER?

YES ☐ NO ☐

FUTURE UNIT CODE:

DATE OF NTV: _____

MOVE OUT DATE: _____

REASON FOR MOVING OUT: _____

FORWARDING ADDRESS: _____

I/We acknowledge and agree that this Notice must be received by Park La Brea Management no less than 30 days prior to the expiration of the existing lease term.
The Expiration of the current lease term is _____ (Current Lease End Date).

TERMINATION DATE: I/We acknowledge and agree that I/we will vacate the reference premises no later than _____ (Move Out Date). If the date is after the current lease expiration date set forth above, I/we shall comply with all terms and obligations of the lease agreement during this time period. Specifically, I/we agree to pay rent as set forth in the lease agreement through the move-out date even if I/we vacate the above-referenced premises before the Move-out Date. I/we understand and agree that the Move Out Date shall not be advanced or changed for any reason.

I/we acknowledge and agree that failure to return the possession of the premises to Park La Brea Management by the Move Out Date shall constitute a material breach of the lease agreement, as amended herein, and I/we agree to pay all reasonable damages associated with such breach, including, but not limited to, any hotel and other expenses incurred by prospective lessees, any damages incurred by Park La Brea Management, as well as reasonable attorney's fees and cost pursuant to the lease agreement.

I/we acknowledge and agree that I/we shall remove all personal items from the above-mentioned referenced premises, and any storage units, no later than the Move Out Day, or they will be deemed abandoned and hereby authorize Park La Brea Management and its agents to remove, discard, or otherwise dispose those items at their sole discretion. Moreover, I/we release Park La Brea Management and all related entities from any and all damages related to any personal items left in the above-referenced premises, or any storage units, after the Move Out Date.

TRANSFERRING LESSEES: Lessee(s) who are transferring must completely vacate their current address and have keys returned by the agreed-upon vacate date, as referenced above. Please note that any contracts regarding Parking or Storage will be automatically canceled at the end of your current lease. If you wish to continue to reserve Parking Spaces or Storage you must contact the Parking Department at (323) 549-5400. Transferring Lessees MUST return all keys building fobs, gate openers, and decals. New registrations will be executed under your new Park La Brea address.

MOVE OUT INFORMATION: To facilitate an easy move from Park La Brea, please comply with the following guidelines.

ELEVATORS: ELEVATORS ARE TO BE RESERVED IN ADVANCE OF MOVE OUT. To reserve call the Administration Office at (323) 549-5400. Sofas over 7ft. or oversized furniture, will not fit properly in the elevators. **ALL MOVING** must be made through the basement. On the Move-Out Date, please visit the Patrol office in the Administration building, and bring your ID for verification, 30 minutes before move-out.

PRE-INSPECTIONS: Should you wish to request a pre-inspection to determine move-out charges please email PREINSPECTIONS@PRIMEGRP.COM. This inspection should be scheduled no more than 2 weeks before the Move-Out Date.

PERMISSIBLE MOVING HOURS: Tower moving hours (with a confirmed elevator reservation) are restricted to 9 am -1 pm or 1 pm - 5 pm Monday through Saturday. Garden moving hours are limited from 9:00 am – 5:00 pm Monday through Saturday.

NO MOVING TRUCKS ARE ALLOWED ON THE PROPERTY ON SUNDAY OR HOLIDAYS.

RETURNING KEYS, FOBS, AND REMOTES: I/we agree to return all keys, fobs, remote, and parking decals in an envelope including your name, telephone number, Unit number, and forwarding address. If multiple leaseholders, please coordinate with them to return all items together. All items may be returned to **Park La Brea Administration Offices located at 6200 W 3rd Street from 10:00 am – 5:00 pm, daily.**

IF THE ITEMS MENTIONED ABOVE ARE NOT RETURNED ON OR BEFORE THE MOVE-OUT DATE, CHARGES WILL BE ADDED TO THE FINAL STATEMENT FOR KEYS, BUILDING FOBS, GATE OPENERS, AND PARKING DECALS PER SIGNED REGISTRATION FORMS.

UTILITIES AND OTHER SERVICES: The following Telephone numbers will assist you with disconnects and transfers. Don't forget to contact your newspaper, post office, creditors, subscriptions, and employers for address change. LADWP - 800-342-5397 AT&T - 800-310-2355.

CHARGES: Upon termination and surrender of the apartment any alterations or additions made by the lessee(s) shall be removed and the apartment returned to the same condition as received (normal wear and tear excepted) including but not limited to painting, wallpaper, carpet, and drapes.

FINAL STATEMENT: Final Statements are mailed to the forwarding address provided by the leaseholder(s). All possible refunds will be mailed within 21 days of the confirmed move-out. If there are multiple leaseholders, the possible refund will be mailed in one (1) check in the name of all of the leaseholders. The final two (2) months of utilities typically show up on the Final Statement.
Email FINALSTATEMENT@PARKLABREA.COM if you have questions after move-out.

FORM RECEIVED BY PARK LA BREA ASSOCIATE: _____

DATE: _____

LESSEE SIGNATURE: _____ DATE: _____

LESSEE SIGNATURE: _____ DATE: _____

PAYMENT DETAILS

FOR ACCOUNTING USE ONLY:

AR SIGNATURE: _____

DATE: _____