

**Heritage Property Management**  
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www.hpmic.com

Date Rcvd: \_\_\_\_\_  
rmt chg: \_\_\_\_\_ full sublet: \_\_\_\_\_

## CHANGE OF LEASE/REPLACEMENT PROCEDURE & INTENT TO VACATE FORM

Below you will find the info you need to sublet or replace a roommate. Please read all the information provided. Sublets and roommate changes will not be allowed without all the proper paperwork on file with Heritage. Applications can be obtained at the office or printed from our website at: [www.hpmic.com](http://www.hpmic.com).

TENANT NAME(S): \_\_\_\_\_  
CURRENT HPM ADDRESS: \_\_\_\_\_  
PHONE NUMBER(S): \_\_\_\_\_

The above named tenant(s) will vacate the premises on: \_\_\_\_\_ for the following reason(s): \_\_\_\_\_

### FOR A FULL SUBLET OF THE UNIT:

1. All tenants must read and sign the procedure & intent to vacate form.
2. This form must be submitted to Heritage prior to Heritage referring prospective tenants to the sublet or accepting and processing new applications. Resident is responsible for reimbursing Heritage for actual expenses incurred upon completed sublet.
3. Tenants are responsible for advertising to find potential renters and for showing the unit unless everyone has moved out and are out of state.
4. Prospective tenants will need to fill out an application and be approved prior to signing a lease and moving in. New tenants will need to pay their own security deposit, rent, and utilities where applicable.
5. As per the Security Deposit Agreement signed by all tenants, the entire unit must be cleaned to Heritage's approval. A cleaning guide can be picked up from the office or printed from the website.
6. Once vacated & cleaned, turn in all keys, remotes, & parking tags to Heritage, or your resident manager if you have one, so that a check out of the unit can be done. This must be done no less than 48 hours (2days) prior to the new lease starting. Failure to move out or to notify Heritage or your resident manager that you have vacated by the start date of the new lease may result in the sublet to be voided. You will then still be responsible for the unit until it is re-rented or until the end of the current lease.
7. Transfer utilities from your name only when the unit has been reassigned. DO NOT have utilities disconnected.
8. Forwarding addresses must be left in writing to Heritage. Security deposits are refunded within 30 days of the start of the new lease, or if not sublet then 30 days from the end of the current lease. Security deposits will not be refunded without a forwarding address.

