

**Procedure for breaking lease:**

**We do not sub-lease**, for any reason.

You would be ending your lease and the new tenant would be signing a new lease for a full year.

The first step is to have your apartment listed with our office as available for the time you would like to end your lease.

If we already have scheduled lease end apartments available for the same time frame those apartments must be rented first.

## Breaking Lease Early

Tuesday, 08 December 2015 09:57 -

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Also we have to have space available in our cleaning schedule to get your apartment ready for new tenant. If our cleaning schedule is already full for that month your apartment cannot be added.

Anyone interested in your apartment must turn in application and be approved by our office.

TENANTS WHO NEED TO BREAK THEIR LEASE WILL BE RESPONSIBLE FOR ALL RENTS DUE AND UTILITIES UNTIL A NEW TENANT MOVES INTO APARTMENT REGARDLESS OF WHEN THEY MOVE OUT. TENANTS WHO HAVE NOT LIVED HERE FOR A FULL YEAR WILL BE CHARGE A \$500.00 MAINTENANCE TURN OVER FEE

( THIS IS NOT A CLEANING CHARGE ANY CLEANING FEES WILL BE CHARGED TO SECURITY DEPOSIT). THESE FEES WILL NOT BE CHARGE TO SECURITY DEPOSIT THEY WILL NEED TO BE PAID BEFORE MOVING OUT. WE DO NOT SUB-LEASE.

Once a new tenant has signed new lease and paid security deposit, then and only then will you

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Tuesday, 08 December 2015 09:57 -

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be released from your lease. All tenants on the lease must agree to end lease and sign amendment ending your lease. If all tenants are not in agreement you cannot break your lease.