



Early Termination Request

This is only a request for early termination. **Signing this form WIL NOT instantly release you from obligation of fulfilling the current lease you are in.** This form is to start the process of your early termination request. An early termination is an agreement to simply change the date your lease expires. In simple terms we are modifying your lease end date. The early termination agreement does not affect the responsibilities that landlord and tenant have to each other when it comes to a move out.

1. **You understand that you are required to pay rent, utilities, and all other obligations until a new tenant is found.**
2. Reletting Fee - You will need to pay the amount in paragraph 28. B. 4 upfront. This is the amount that was agreed to in the lease. We will not be able to start marketing the property until this amount is paid. That amount is \$ _____.
3. Move out date – We need to know what date we can tell a new prospect to move in. What is your tentative moveout date so we can start marketing? If you do not have a move out date planned, how many days of notice do you need to move out once we have secured a new tenant? _____
4. Showings – You agree to facilitate showings in finding a new tenant. You agree to keep the property show ready, utilities on, allow the property to be shown. Please check below how you would like showings to happen.
 - Showings are allowed same day and on Sunday
 - NO same day showings and NO Sunday showings.
5. Once a new tenant is found and has executed a lease you will be sent an early termination notice. The termination will not be sent until the new tenant has signed the lease. You will agree to sign the termination notice. Once we have procured a new tenant, we cannot stop the process.
6. You may request the cancellation of the early termination. If you cancel you will be refunded your reletting fee minus \$250 for admin costs.
7. You understand that the property may be advertised at a higher rent than what you are paying. Owner and management company do not have an obligation to lower rent to match your existing rent.
8. You must vacate the house in accordance with the lease. All the same standards apply when it comes to moving out. You must have the property cleaned, carpets professionally cleaned, and the property must sprayed for bugs. Receipts must be provided.

Tenant Name _____ Address _____ Date _____