



Lease Early Termination Request

Tenant Name(s) _____

Sometimes things change, and although you signed a lease that you have not fulfilled yet, you may want to end your obligations early. There are expenses as described below for doing this, and **you remain responsible for the rent until the property is re-rented**, but it generally can be accomplished.

Property Address _____

You currently have a lease for the property, so to market the property as being available, we first need your permission; this form grants that permission.

_____ This early termination request is under the military clause or special provision of my lease. If you are terminating your lease under the military clause, your property manager will discuss it with you as laws and practices change periodically and what is stated in your lease or below may not apply or be required. All early termination requests are to be submitted on this form.

The owner paid for marketing the property before you signed your lease. Now that you want to terminate early, it is only fair that you bear the cost of remarketing, early termination inspections and paperwork since you are making the request. The **re-marketing and early termination fee** for your property totals to \$ _____. Of that, a **minimum of \$ _____ is required along with this form to begin the early termination process**. This portion of the fee is non-refundable, even if you decide not to terminate your lease early. The balance of the fee will not be due until your early termination has been approved.

The property should be clean and presentable for showings. Showings may begin as early as _____. **All rental prospects will be accompanied by an agent. The public will never be sent unescorted to see inside your home.** Agents wanting to bring prospects to the property must schedule a showing with your property manager. When marketing your property for early termination while you are paying the rent, we will respect your wishes for showing times and restrictions. (Select your preference for scheduling showings.)

_____ Schedule showings using the guidelines below, then give at least _____ notice beforehand.

_____ Discuss each proposed showing with me/us before scheduling, even though this will likely reduce the total number of showings and could cause the property to remain on the market longer.

Tenant requests that showings be limited to _____ when possible, and to inform us at _____ for scheduling.

Desired Termination Date _____ **Firm** _____ **Floating** _____ The desired termination date is when you could be entirely out of the property, all cleaning completed, and all keys turned in. (If you are certain of your move-out date, mark the date as FIRM. Mark the date as FLOATING if you expect to wait to move out until the replacement tenants have signed a lease. Your PM will work with you to adjust the date.)

This request for early termination of lease is made in good faith on _____ by

TENANT _____

TENANT _____

Request WILL NOT be processed and marketing WILL NOT begin until the minimum re-marketing fee has been paid.

While Your Property Is On The Rental Market

As you know, the property you are renting at _____ is now or will soon be on the market. We strive to balance your right to privacy and peaceful enjoyment of the property you are renting from the owner, with their right to allow prospects to see the house. To assist in this, we ask that you provide information for showings we will schedule.

While your home is on the market you are expected to maintain the property in a presentable manner. Although we understand as your moving day approaches you may have boxes and piles, leading up to that time you should make reasonable efforts to keep the place picked up. Once you know your pack-out and moving day, you should let us know so we can avoid showings during the hustle and bustle of movers. Some general reminders of having a property ready for showings:

- yard well maintained as required in lease,
- no dirty dishes piled in the sink or stacked on counters,
- nothing obstructing access to rooms or closets (such as piles of clothes, boxes, furniture),
- pets kenneled or off premises during showings (non-barking pets that will hide out of the way may be left to roam the house if they will not attempt to escape to the outside.)

SHOWINGS

A prospective tenant will NEVER be sent to your door unless accompanied by an agent.

Your lease authorizes the installation of a common key lock box which has been, or soon will be, installed on the front door of the property. Only agents have access to this box which contains a key to the property. They must schedule showings with us and we would like that to be as minimally intrusive as practical. When a showing is scheduled, we will attempt to notify you as indicated below. This is your opportunity to express your preferences.

SCHEDULING

Whenever possible, schedule showings while we are away during normal workhours Mon-Fri as early as ____ am or as late as ____ pm.

For weekend showings, try to **AVOID SCHEDULING** ____ Sat AM ____ Sat PM ____ Sun AM ____ Sun PM

Due to prior obligations that would complicate a showing, please try to **AVOID SCHEDULING** _____

Please share any other scheduling notes that will make this an easier process (planned travel when showings could be conducted at any time or planned complications when family is visiting, and showings should be avoided, etc.)

If a showing is scheduled within the parameters above, we only need _____ hours notice beforehand and the best way to contact us is by text message to _____ (Name) at _____ (Number). If a showing must be scheduled outside these parameters, we would like _____ hours notice.