



ASSIGNMENT AGREEMENT

You remain fully responsible for all obligations under your lease, including rent and utilities, until the replacement tenant has executed a lease.

- Keys are to be returned to the main office no later than the vacating date you choose below. If all apartment keys are not returned, a lock change will be made and charged against your deposit. Once keys are received, we will know that the apartment is ready for us to inspect it.
- Wessex Apartments allows at least 10 business days between the date you vacate and the date the new lease begins, in order to prepare the unit for the new tenants. You will be financially responsible for rent until the new lease begins.
- Possession of the unit will be given to the prospective tenant (s) only by Wessex staff, when the keys have been turned in and unit has been made ready. If you are acting as your own agent, **you cannot give the keys to the new resident after your chosen vacate date.**

NOTICE OF INTENT TO SUBLEASE

Date: _____

You are hereby advised that the undersigned will vacate _____
Address

On _____
Date. The date given is a definite date. I will return all keys to **Wessex Apartments** on or before the above

vacating date. I authorize the release of keys after that date. I understand that giving this notice does not release me of any liability I have under my present rental agreement until a replacement tenant has executed a new lease with Wessex Apartments. I authorize Wessex Apartments to deduct from my security deposit an administrative fee as part of Wessex Apartments' work in releasing my unit. I acknowledge that my lease will be deemed terminated on the day immediately preceding the date which the replacement tenant's lease will commence

ACTING AS YOUR OWN AGENT

With the signature below, you are employing yourself to advertise and show your apartment to prospective sublessees. You are confirming the apartment will be advertised as available at least on the 11th business day following the vacate date. The sublease fee of \$250 will be taken out of your security deposit once the apartment is re-rented.

I have read and understood the above procedure for re-renting my apartment. I understand that I am not being released from any obligation until the apartment is re-rented and a new lease begins. Until such time, I am responsible for the rent and utilities for the apartment.

Resident (Print Name)

Signature

Resident (Print Name)

Signature

EMPLOYMENT AGREEMENT - OPTIONAL

With the signature below, you are employing **Wessex Apartments** to advertise and show your apartment to prospective sublessees. The apartment will be advertised as available at least on the 11th business day following the vacate date. The sublease fee of \$500 will be taken out of your security deposit once the apartment is re-rented. We at no time guarantee the re-rental. **Wessex Apartments** has the right to enter the apartment at reasonable times and with at least 24-Hour Notice to show the apartment to prospective tenants.

I have read and understood the above procedure for re-renting my apartment. I understand that I am not being released from any obligation until the apartment is re-rented and a new lease begins. Until such time, I am responsible for the rent and utilities for the apartment.

Resident (Print Name)

Signature

Resident (Print Name)

Signature