



## Breaking Lease Form

### Moving Prior to Lease Expiration

I, \_\_\_\_\_ do hereby give notice that I intend to vacate my residence at \_\_\_\_\_ on or before \_\_\_\_\_. My reason for moving is \_\_\_\_\_. I understand that I am breaking my lease contract. My lease expiration date is \_\_\_\_\_.

- I understand that I am requesting to break my lease and move prior to the expiration date. I also understand that I am responsible for the rent through the term of my lease or until the property is re-rented and rent is collected from a new tenant. \_\_\_\_\_(initial)
- I understand that I am responsible for **all** expenses associated with the cost of re-renting the property including but not limited to utilities, cleaning, carpet cleaning, lawn maintenance, repairs, etc which may be deducted from my Security Deposit. I also understand that I must continue to maintain all utilities and services for the property until the new tenant has them transferred into their name or until such time that Management Services advises termination is permitted. \_\_\_\_\_(initial)
- I understand that Management Services will show and market my leased property in a good faith effort to secure a qualified tenant. Management Services will screen all prospective tenants, execute a new lease agreement on the property owner's behalf and collect a security deposit and other applicable fees. **I therefore agree to pay a \$150 non refundable fee as a reimbursement for the associated cost.**(TO BE PAID UPON NOTICE DATE) \_\_\_\_\_(initial)
- I understand that any unpaid balance will be deducted from my security deposit and the balance returned within 30 days after the expiration date of my lease or the effective date of the new lease, whichever comes first. \_\_\_\_\_(initial)



- I understand that any unpaid cost associated with my lease and or the re-rental of the property will be my responsibility to pay within 30 days from the receipt of the security deposit transmittal and statement of account. \_\_\_\_\_(initial)
- I understand that I may withdraw my notice to vacate and continue to occupy the property any time prior to a new lease being executed. After that time, I must vacate the property on or before the date indicated in my notice to vacate or risk legal filings and fees. \_\_\_\_\_(initial)
- I agree to maintain my leased property in a clean and marketable condition, and I agree to allow agents from Management Services to show my property with \_\_\_\_\_ hours notice or with these showing instructions. \_\_\_\_\_(initial)

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Showing Instructions

\_\_\_\_ If you would like to pick up your Security Deposit up at the Front Desk (only available for pickup at the New Bern Main Office)

\_\_\_\_ If you would like to have your Security Deposit mailed to your forwarding address, please note we are not responsible for mail delivery.

\_\_\_\_ If you would like to have your Security Deposit direct deposited via E-Check.

Tenant's Signature:

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Date:

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Agent's Signature:

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Date:

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Forwarding Address:

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