



455 W STUART RD | BELLINGHAM, WA 98226

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## Early Termination

### What is a lease break?

With this option, you can vacate the unit, but you must pay rent, utilities, advertising expenses, and the re-rent fee until such time that Landmark can find a new tenant.

#### **Step 1: Give notice to vacate**

To submit your notice to vacate, log in to your online portal. From there, go to "Contact Us" and click "Request Notice to Vacate".

You can also submit your notice to vacate by coming into our office and turning in a paper form. This form is available at our front desk as well as online at [www.visitlandmark.com](http://www.visitlandmark.com)

Once we have received this notice, we will begin to advertise and show the unit. You are liable for the unit until a new Landmark-approved tenant moves in or the lease term ends, whichever occurs first. If we find a new tenant before your lease term ends, we will refund you any rent that overlaps with the new tenant's lease term (e.g. if you pay for the month of June and the new tenant moves in on June 15th, we will refund you the rent for June 15th-30th).

#### **Step 2: Pay the lease break fee**

This fee is equivalent to one-half of a full month's rent. Details regarding early termination can be found in the section of your Landmark Lease Agreement.

#### **Step 3: Turn in your keys**

Once you have vacated the unit, you will need to turn in your keys at our office. We will deduct the cost of any cleaning and/or repairs from your security deposit. You will receive a security deposit statement within 30 days of the keys being turned into the office.