



## Request to Break a Lease/Late Notice

Building: \_\_\_\_\_ Unit #: \_\_\_\_\_  
Date Tenant Wishes to Vacate: \_\_\_\_\_  
Lease Expiry Date: \_\_\_\_\_

### Tenant(s) Vacating the Unit

#### *Tenant 1*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Student #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### *Tenant 2*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Student #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that although I plan to vacate the unit before the expiration date of my lease I will remain financially responsible for the full lease period as outlined in my lease if early re-rental is not possible. If I am a month-to-month tenant (my lease has expired) then I must provide 60 days notice and will be responsible for rent during that period.

#### **INITIAL:**

By submitting this notice to my landlord, I am giving permission to the landlord to attempt to re-rent my apartment and to show the unit to prospective tenants in the hope that a new tenant will be found by my desired move-out date above (or as soon as possible thereafter) to reduce my financial cost.

In order for the landlord to offer my apartment to a prospective tenant, I confirm that I will have vacated by \_\_\_\_\_.

I understand that the landlord will first attempt to rent apartments where proper notice has been given.

#### **INITIAL:**

**THIS IS NOT A TERMINATION NOTICE**