



Early Termination of Lease Policy (Lease Break)

If you plan to vacate your apartment before the end of your lease term, you must provide written notice to Daylight Properties regarding your intent and expected date to vacate. This notice does NOT mean you are released from the lease terms and conditions.

You will also need to complete a Residential Lease Break Acknowledgement and Mutual Termination Agreement.

Tenants who vacate their unit prior to the end of the lease term remain responsible for all the duties and conditions of the lease until the unit is re-rented or until the lease term actually ends. The following must be performed before you will be released from your lease obligation:

- 1) You will be charged a \$500 administrative lease break fee and any other related expenses pertaining to this lease break such as advertising and time spent repeatedly showing the unit. This amount must be paid at time of notice.
- 2) You remain responsible for paying monthly rent on the unit until a new lease is approved and executed. **You are responsible for the entire rental obligation until a new renter is found.**
- 3) Under no circumstances will you have authorization to market your unit for a new tenant. Daylight Properties is solely responsible for finding and screening a new tenant. Additional marketing fees may apply for this service.
- 4) Under no circumstances shall anyone move into the apartment without first being screened by Daylight Properties. Unauthorized residents will be subject to immediate eviction and you will be liable for all damages.
- 5) In order to market your unit, you are responsible for keeping your unit presentable for showing. Failure to do so may cause a delay in finding a new renter.
- 6) The apartment must be cleaned thoroughly, before returning your keys to Daylight Properties. If you do not leave the apartment clean and in move in condition, the cost of cleaning will be deducted from your security deposit
- 7) In order to be officially released from your obligation, a Mutual Termination Agreement **MUST BE SIGNED BY BOTH THE VACATING TENANT(S), THE NEW TENANT(S), and THE PROPERTY MANAGER.**