



CHANGE OF TENANCY / LEASE TAKE OVER FORM

Date: _____

Property Address: _____

Lease end date: _____

The following tenants will be staying at the above property:

- | | | |
|-------|--|---|
| _____ | <input type="checkbox"/> Through current lease term only | <input type="checkbox"/> For new lease term |
| _____ | <input type="checkbox"/> Through current lease term only | <input type="checkbox"/> For new lease term |
| _____ | <input type="checkbox"/> Through current lease term only | <input type="checkbox"/> For new lease term |

The following tenants will be vacating the property:

Vacating Date:

I/We have read and understand the Breaking a Lease Agreement and Lease Take Over Guidelines and have decided to take the following action:

Option 1: Lease Takeover. I/We will be advertising the unit and conducting showings with a Change Of Tenancy fee of \$250 (certified funds only). If it's for a new lease term, no fee applies.

Option 2: Early Termination. I/We would like Landmark to advertise our unit and schedule showings for us for the fee of half a month's rent as a break lease agreement.

I/We understand the damage deposit paid at the beginning of the lease term stays with the lease and will not be reimbursed to me/us. I/We also understand that keys will not be turned into the office because Landmark will not be doing a unit-turn. I/We have the responsibility of handing keys over to the new tenants if/when new tenants are approved by Landmark to move in. If new tenants are not approved to move-in before I/we move out, I/we understand I/we will continue to be responsible for rent and utilities until new tenants are approved to move in or until our current lease term expires, whichever comes first.

I/We have found a person/people who are interested in taking over my/our lease and all tenants who are staying approve for this person(s) to apply for the property:

 Potential applicant's name

 Potential applicant's name

 Potential applicant's name

 Potential applicant's name

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Owner/Agent _____

Date _____