



## EARLY TERMINATION FORM

This form will offer more explanation to Paragraph 26 of the lease agreement. In Paragraph 26, there is a clause that will allow a current tenant wishing to terminate the lease early to take the below steps. Once these steps are completed, and the home is turned over in good condition, the existing lease will be terminated early and all deposits can be refunded in accordance with the lease agreement. **INITIAL EACH**

- 1) \_\_\_\_\_ **Pay Owner’s Tenant Acquisition Fee.** This amount will be deducted from your security deposit.
- 2) \_\_\_\_\_ **Pay Lease Breakage Fee.** In accordance with Progressive Property Management Addendum to the Lease Pg. 7 Section 16 – Tenant shall be responsible for a Lease Breakage Fee of **\$750.**
- 3) \_\_\_\_\_ **Provide Your Property Manager with a Tentative Move Out Date.** Example: the home will be ready to turn over to a new tenant no later than “x” date. This date is very important in our marketing efforts to inform any potential tenants when the home is going to be available.
- 4) \_\_\_\_\_ **Assist with All Showings.** Although this is not required, it will be in your best interest to help coordinate times with your Property Manager where they can set up 30 minute showings of the home to help get the property rented as soon as possible.
- 5) \_\_\_\_\_ **New Tenant Applies.** The Property Manager may be in contact with the outgoing tenant to verify move out dates, or to propose a plan for move out to work with an incoming applicant. Once a new potential tenant has applied, been accepted, delivered a security deposit, and signed a new lease agreement – the outgoing tenants lease can be terminated early.
- 6) \_\_\_\_\_ **Vacate the Home in Accordance with the Lease.** All of the same standards apply in cleanliness and condition as indicated by the signed lease agreement. The deposit refund will be determined once the outgoing tenant vacates and the home has been inspected. Fees can still be assess if the home is left dirty, or there are any damages to the home.
- 7) \_\_\_\_\_ **Provide the Property Manager a Forwarding Address.** This will be used to send your final accounting and security deposit (to be returned within 21 days of surrendering possession of the property – handing over keys). With these actions being completed, the current lease will be terminated early and the outgoing tenant will have fulfilled the lease, and all of their responsibilities to that lease in good standing.

\_\_\_\_\_ **IMPORTANT:** All rent payments, utilities, and upkeep of the house are the responsibility of the outgoing tenant up to and until the day the lease starts with the approved incoming tenant.

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Tenant Name

Signature

Date