



**AUTHORITY TO RE-LET**

I/ We \_\_\_\_\_ (Tenant) authorize Lessor

to re-let apartment # \_\_\_\_\_ located at: \_\_\_\_\_

Monthly Rental Rate: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

Tenant agrees to give possession of their apartment to New Tenant (if one is found) on

\_\_\_\_\_.

Tenant understands that he/she/they shall not be released from the terms stated in their lease agreement, and is/are responsible for payment of monthly rent until the start date of New Tenant's fully executed lease. New Tenant MUST be approved by Lessor, and sign a new lease prior to move in.

If you would like us to market your apartment on your behalf, a \$200 marketing fee must be paid to reimburse our costs. Payment does not release you from the terms of your lease, nor does it guarantee that a suitable New Tenant will be found by your desired move out date.

If you would like to market the apartment yourself, there is no associated fee. However, any prospect you find will have to complete an application and be approved as would any new resident. Payment of a \$50 per person application fee and a \$250 administrative move in fee would be due from the prospect at the time the application is submitted.

Would you like us to market your apartment for you? yes / no (please circle one)

\_\_\_\_\_ Date \_\_\_\_\_  
Tenant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Tenant #2 Signature

Cell Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_