SouthGate
PROPERTY MANAGEMENT

For Office Use Only

Date Recv'd: _____ Recv'd By: _____

Fee Paid? **Y / N** Check #_____ M.O.___

Tenant's Request For Release From Rental Agreement

Tenant(s) have requested to be released from their Rental Agreement as follows:

Address: _____

Dates: FROM _____ THRU _____

Monthly Rent Amount per Lease: _____

Name(s) On The Lease: _____

SouthGate Property Management is not responsible for finding a replacement tenant for your unit. It is the tenant's responsibility to find someone. This includes, but is not limited to, advertising and showing the unit. If the tenant(s) is unable to show their unit to potential tenants, SouthGate Property Management will schedule and do the showing(s). We will collect a non-refundable $400.00 sublease payment upon completion of this form.

1. SouthGate Property Management is not legally required to consent to a Release and new tenant, but will consider doing so as set out in paragraph 4. ____ ____ ____ ____
2. SouthGate Property Management will collect a non-refundable administrative charge of $400.00 ____ ____ ____ ____
3. Tenant will continue to be responsible for full rent and utilities under the lease until a replacement tenant is found, accepted by SouthGate as set forth below, and all documents are signed. Tenant cannot use their security deposit towards rent, nor can they leave their deposit for the replacement tenant. The security deposit will be held by SouthGate Property Management until the expiration of the lease or a new lease begins, whichever is earliest. The security deposit disposition will be made within 30 days after the lease is terminated and the new lease begins. ____ ____ ____ ____
4. All prospective tenants must complete the application process and be approved by SouthGate Property Management. ____ ____ ____ ____
5. If and when a new tenant is approved, SouthGate Property Management will sign a lease with the new tenant, and release the current tenant from further liability under the lease. ____ ____ ____ ____
6. Departing Tenants are required to have a check out scheduled and completed with SouthGate Property Management at least 4 business days before the new tenant is moving in. ____ ____ ____ ____
7. SouthGate Property Management may need more time to prepare the unit depending on its condition at checkout. SouthGate Property Management reserves the right to determine move in dates for the new tenants if more than 4 business days are needed to get the property ready. Business days do not include holidays or weekends. ____ ____ ____ ____
8. Departing Tenants are required to keep the office updated with their new address and telephone number. This information will also be used to provide contact numbers for prospective tenants, and for disposition of tenant's security deposit. Please let the office know if any of the following information should NOT be provided to prospective tenants. ____ ____ ____ ____

Daytime Contact Number _____ Nighttime Contact Number _____

Tenant will turn in keys on or before 12pm on _____, which will be 4 (four) business days before the start of the new lease.

SouthGate Property Management will walk through the unit on _____.
New Address _____
*If you don't know your new address or phone number, please notify SouthGate Property Management upon turning in keys.

_____
_____
_____

_____ _____
SouthGate Property Management Date Tenant(s) Date