



## NOTICE OF INTENT TO SUB-LET

Tenant(s) \_\_\_\_\_ hereby notifies Landlord (Rentmaster) that all Tenants will vacate the premises located at (current address) \_\_\_\_\_ on the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_.

Reason(s) for leaving:

\_\_\_\_\_

1. Tenant acknowledges that the initial term of this lease will not be fulfilled on or before the above date and, unless otherwise prohibited by law, that all obligations of Tenant under the lease, including payment of rent, will remain in force unless and until such time as another qualified tenant is found to occupy the property or until the initial term of the lease is fulfilled, whichever comes first.
2. Tenant is to market the property and present potential tenants to Landlord for approval. ALL APPLICANTS MUST BE APPROVED BY RENTMASTER. Upon such approval, the obligations of the Tenant may be transferred to the new tenant. Current tenant agrees to pay two hundred and fifty dollars (\$250.00) to Rentmaster before the date of the sub-let.
3. Your deposit stays with the current lease, if you would like a deposit you need to collect from the approved applicant. You may not charge more than what we have on file. However, this could be a great negotiation tool.
4. Tenant understands that all property belonging to the tenant must be removed and said premises cleaned and returned to a "rent ready" status. Rentmaster does not come inspect the property in between. It is up to you as the tenant to have the property rent ready.
5. Addendum to lease will be prepared by Rentmaster, both you and future tenant will need to sign at any time BEFORE you move out.
6. Utilities must be transferred into new tenant's names without any gap.
7. Full amount of Rent must continue to be paid on the 1<sup>st</sup> of each month

Please provide your **forwarding** address:

Address: \_\_\_\_\_ Primary phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

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

\_\_\_\_\_  
Rentmaster Representative

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

\_\_\_\_\_  
DATE SUBMITTED