



5842 Lonetree Blvd.
 Rocklin, CA 95765
 P. 916.520.1712
 F. 916.367.6782
 BRE# 01882979

LEASE BREAK FORM

As you have informed our office that you plan to break your lease, this form is being provided to ensure you know your responsibilities as a tenant:

1. Tenant is responsible for all rent and utilities until either a new tenant is placed in the property or the lease end date. Tenant will be charged late fees for unpaid rents according to lease terms.
2. Tenant is responsible to return property in a rent ready condition. This includes any maintenance, repairs, or paint that may be needed as well as all interior cleaning and carpet cleaning. If the property is not returned in a rent ready condition, the needed work will be completed at the tenant's expense.
3. All landscape care until a new tenant is placed. (NOTE: Unless landscape service is provided by the owner as part of the original lease agreement.)
4. All advertising expenses incurred including but not limited to; posting ads online and showing the property to prospective tenants. *Advertising expenses not to exceed \$200.*
5. Re-key of all locks to be completed by Vienna locksmith *after* tenant has given up possession of the property.
6. Tenant shall make the property available for showings as requested while tenant still occupies property. Showing schedule may be agreed upon by Tenant and Vienna Property Management at management's discretion.
7. Re-leasing fee of 50% of one month's rent.

As the security deposit amount may not cover all expenses, tenant shall be responsible to pay any overages in a timely manner.

To move forward with breaking your lease, please have all parties that signed the original lease sign below. When returning this document, a payment in the amount of \$200 will be needed to begin advertising the property.

_____	_____	_____
Tenant Name	Tenant Signature	Date
_____	_____	_____
Tenant Name	Tenant Signature	Date

Property Address: _____
Street Address City State Zip Code

Forwarding Address: _____
Street Address City State Zip Code

FOR OFFICE USE ONLY:	
Date Received: _____	Received By: _____
Payment Amount: _____	Payment Method: _____