



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.
5. Re-key of all locks to be completed by Vienna locksmith *after* tenant has given up possession of the property.
6. Due to Covid-19, we will not schedule showings of the property until the tenant gives up possession.
7. Re-leasing fee of 75% 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.

_____	_____	_____
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: _____



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# 30 Day Notice to Vacate

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Intended Vacate Date: \_\_\_\_\_

Reason for Vacating: \_\_\_\_\_

In accordance with our lease agreement, this shall serve as our notice of intent to vacate the above referenced property on the date listed above. I (we) acknowledge that I (we) are responsible for rent for 30 days from the date this notice is received by Vienna Property Management or until the end of my (our) lease agreement. SECURITY DEPOSITS CANNOT BE USED FOR ALL OR PART OF THE LAST MONTH'S RENT.

If the term of the lease has not been fulfilled, I (we) understand that we will maintain rent responsibility for the property until a new tenant is placed or the lease expires. LEASE BREAK FORM REQUIRED

If all occupants are not vacating the property, I (we) understand that by submitted this notice, I (we) am (are) relinquishing the right to any portion of the security deposit. Security deposit funds are held until all occupants have vacated and given up possession of the property in question.

I (we) understand that I (we) am (are) responsible to remove all personal belongings, trash and debris (including emptying all trash cans) from the property.

Possession will be considered terminated on the date that the house key(s) are returned to Vienna Property Management by personal delivery to 5842 Lonetree Blvd., Rocklin, CA 95765. If keys are being returned after hours, I (we) am (are) responsible to properly label key and deliver to drop box outside of building. ALL REMOTES, MAIL KEYS, ETC. ARE TO BE LEFT IN THE PROPERTY, ON THE KITCHEN COUNTER)

I (we) understand that during the period of this notice, Vienna Property Management will be marketing the property for a new tenant. I (we) understand that Vienna Property Management may request our cooperation in showing the home to prospective applicants. Vienna Property Management will make every attempt to provide reasonable notice to request showings.

The forwarding address where I (we) would like the deposit mailed is: \_\_\_\_\_

Resident Signature(s): Please note, all parties who signed the original lease agreement must sign below. The notice will not be effective until it is received in Vienna's office via email, fax or personal delivery. Please print resident name below signature.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_