



Lease Breaking Informational Sheet

Below you will find the two options available to you if you choose to break your lease.

You are required to return this form and the \$350 charge to the office before any move-out procedures can take place.

Please note that regardless of which option you choose you are required to **pay rent, utilities, and any other charges** that apply to your unit until a new tenant has signed a lease and moved in.

Move Out Date **(Tenant(s) must be moved out by noon on this date whether the unit is rented or not):**

____/____/____

Availability Date (**6 FULL BUSINESS DAYS** after your move-out date): ____/____/____

The new tenant(s) can move in on the 6th business day. THIS MUST BE A WEEKDAY.

Option 1: You as the tenant have the option to find a replacement tenant. That person(s) will need to go through Foxboro’s application process and be approved. The benefit of this option is there is less cost involved if you find someone on your own. **You will do all your own advertising and showings. Please ask the Foxboro office for the market rent before posting any advertisements.** Your unit will still be listed on our website, so we will need the information below filled out completely. Anyone who calls our office with interest in your unit will be given the name and phone number that you provide below.

With option 1, if the unit is not rented by the move-out date listed above, you MUST turn in keys by noon on the above-stated date, and your lease break will automatically change to Option 2.

The lease break charge and paperwork must be submitted before the lease break will be processed. A helpful hint to re-rent your apartment is to advertise on Craigslist, Facebook, etc. The charges are as follows:

Lease Paperwork - \$350 – Due immediately

Main contact for showings: _____ **Phone:** _____

Option 2: We as the landlord find a replacement for you. This option will require you to provide your move-out date above and turn in the keys on that date. It is important to note this option includes more charges to you, as we would be performing the necessary activities to get your unit re-rented. These charges are as follows:

Lease Paperwork - \$350 Showings - Per - \$35 Mileage Charge - Per Mile - \$1.00
Advertising - Per Month - \$100 - Foxboro Website, Apartments.com, Craigslist.com, Etc.

In both cases, the lease-breaking tenant(s) must be out a minimum of 6 full business days prior to the end of the month or the new tenants’ lease start date. This will allow our maintenance staff adequate time to get the apartment ready for the next tenant(s). If you move out on the last day of the month, we will not sign a lease for the 1st of the following month. In addition, the new tenant moving in must sign a new 1-year lease. **We do not offer subleases.**

Current Address: _____

Forwarding Address: _____

Signature _____ **Date** _____ **Signature** _____ **Date**

Signature _____ **Date** _____ **Signature** _____ **Date**