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## Breaking Your Lease

Dear Resident,

Your lease agreement does allow you to vacate the property before the expiration of the lease term, provided you meet specific criteria. Refer to Lease Paragraph 26 for detailed information. This paragraph is also printed on page two of this document. To break your lease, you must:

- a. Continue to pay rent until the home is re-rented or the lease term expires.
- b. Pay an administrative fee equal to 75% of the one month's rent prior to vacating.
- c. Pay all other charges or fees due, including utilities and lawn upkeep expenses.

You may exercise this legal option at any time during your lease term. If you wish to exercise this Lease Break option, the procedures are as follows:

1. Complete and submit this notice to vacate form.
2. Remove all your personal property and have the property fully cleaned. We can provide you with a move-out letter detailing this process.
3. Submit the following to our office:
  - a. Payment for the **full and total** administrative fee which is equal to 75% of one full month's rent.
  - b. Return all keys/remotes/fobs for your property.
  - c. Signed lease break form found on page three of this document.

Once you have submitted these items to our office, we will confirm the property is in rent-ready condition, and we will then begin advertising the property for rent. Please note that we are not able to begin advertising of the home until you have vacated, AND the home is in full rent-ready condition.

If you have any questions, please contact me directly.

Warm Regards,

Erin Peck, Resident Service Coordinator  
Grace Property Management & Real Estate  
303-255-1990 x10  
[www.RentGrace.com](http://www.RentGrace.com)



**26. BREAKING YOUR LEASE**

Should you vacate the property at any time before the lease expiration date you shall continue to pay all rent, charges, fees, including utilities and lawn upkeep expenses. You shall pay these amounts as due, until either the property is re-rented, or until the lease expiration date, whichever occurs first. We shall make reasonable and customary efforts to re-rent the property. In addition to paying all sums due, you shall pay an administrative fee equal to 75% of one full month's rent. This administrative fee represents an estimation of the expenses the Landlord may incur to re-lease the Premises including, but not limited to, advertising and leasing fees paid to Agent.

\*\* The above is an example only. Refer to your actual lease agreement for the full and actual language as well as the amount due.

**Lease Breaking Submission Form:**

**To be completed by Resident(s):**

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

I/We hereby exercise and agree to the Lease Breaking terms of my/our lease agreement for the above referenced property and will be vacating on \_\_\_\_\_ (date).

_____	_____	_____
Resident (print name)	Resident (signature)	Date
_____	_____	_____
Resident (print name)	Resident (signature)	Date
_____	_____	_____
Resident (print name)	Resident (signature)	Date
_____	_____	_____
Resident (print name)	Resident (signature)	Date

**To be completed by the Grace Management office:**

**RSC:**

Initiate the turnover checklist: \_\_\_\_\_