

Notice of Intent to Assign

Please consider this as formal notice of my intention to assign my apartment.

Suite: _____ - _____

Tenant(s): _____
Print name(s)

I/We wish to assign the above mentioned unit effective: _____
(date)

For the following reason(s): _____

The tenant agrees to pay the non-refundable Assignment Fee of \$75.00 before the assignment can be approved.

The tenant fully realizes that this request in no way replaces or nullifies the lease agreement, and that until and unless a suitable sub-tenant, approved by CW Stevenson Inc., has taken occupancy of the above noted suite, remain responsible to honour all commitments undertaken in the lease agreement.

Signing this form does not end the lease. The tenant remains responsible for all obligations of the lease until the lease ends or until a new tenant is approved.

This letter also serves as consent to show the above-noted apartment to prospective tenants. Once a suitable tenant has been approved, a unit condition report will be done. Any damage, missing items and cleaning will be charged and/or deducted from the Security Deposit.

I/We understand that the Move-In Bonus that was given upon signing the Lease (if applicable) must be re-paid in full as I am choosing to cancel my contractual agreement prematurely.

Tenant Name

Tenant Signature

Date

Tenant Name

Tenant Signature

Date

Forwarding Address: _____
