



## NOTICE TO VACATE & LEASE BREAK FORM

**VACATE SUBMISSION:** This notice must be signed by all residents listed on the lease agreement. Return to Citysearch Rental Network Inc. by email: [info@citysearchcalgary.com](mailto:info@citysearchcalgary.com)

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

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

I/We \_\_\_\_\_ (List Tenant’s Name(s)) do hereby give notice to vacate the property and will return keys by noon on the date of: \_\_\_\_\_.

**If your requested vacate date is prior to your lease end date, please complete this form and include additional documentation, if required, to confirm your terms for breaking the lease.**

We understand and acknowledge that we are bound by the terms of the Residential Lease and this notice in no way releases us from any responsibilities or obligations outlined in the Residential Lease.

### Resident Information:

1. Resident (Print Name): \_\_\_\_\_

Resident (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

2. Resident (Print Name): \_\_\_\_\_

Resident (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

3. Resident (Print Name): \_\_\_\_\_

Resident (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

(If there are more leaseholders that need to sign, please use another form or an additional sheet of paper.)

### Additional Information:

- If you have a garage keypad, what is the current garage entry code? \_\_\_\_\_
- Forwarding Address (where you would like the security deposit mailed):



- Reason for moving: \_\_\_\_\_
- If the reason for moving is related to a problem with the property, is there something that could be done to persuade you not to move at this time?  
\_\_\_\_\_

**BREAKING YOUR LEASE:** If you vacate the property prior to the lease expiration date, you remain responsible for all rent, vacant inspection fees, advertising and background screening costs, and other applicable expenses, including utilities, lawn maintenance, and snow removal. These amounts are due until the property is successfully re-rented or the lease term ends, whichever occurs first.

We will make reasonable and customary efforts to re-rent the property as soon as possible. In addition to all outstanding payments, including rent and any rental differential, you will also be required to pay an administrative fee equal to one full month's rent plus GST. This fee reflects a reasonable estimate of the costs the Landlord may incur to re-lease the property, such as advertising, screening, and leasing fees paid to the Property Manager, ensuring the Property Owner remains financially whole.

\* Refer to your actual lease agreement for the full and actual language as well as the amount due. Refer to Section 16 of your Lease Agreement

**LEASE BREAK SUBMISSION:** to be completed by each Tenant:

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).

\_\_\_\_\_  
Tenant Resident (print name)                      Tenant (signature)                      Date

\_\_\_\_\_  
Tenant Resident (print name)                      Tenant (signature)                      Date

\_\_\_\_\_  
Tenant Resident (print name)                      Tenant (signature)                      Date

\_\_\_\_\_  
Tenant Resident (print name)                      Tenant (signature)                      Date

**To be completed by Citysearch Management office:**

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