

Lease Break Information

PLEASE NOTE: Unless you have specific written permission from our office or the property owner you do not have permission to Break the Lease and will be held accountable as outlined in the lease.

Steps to follow when breaking your Lease

- Provide **written notice** of when you will be vacating the property.
- Leave all keys in provided lock box
- Leave the property in the same condition as when you moved in minus normal wear and tear. Read and follow the move out Instructions exactly.

As outlined in your lease, you are responsible for all costs related to re-leasing the property. Including rent as it becomes due until a new tenant moves in. Below we have listed a few of the fees you might expect to pay as part of breaking your lease.

- **Rent:** You are responsible for all rent up until the property is rented. Due dates per the terms of the lease. If a tenant is placed in the month where rent has been paid a prorated portion will be charged to the new tenant and prorated portion will be returned to you. Security deposit cannot be used as last month's rent.
- **Leasing Fees:** To find and screen new tenants for the property. Cost is typically 1 Months rent in addition to any advertising costs involved.
- Lawn Care and Utilities until new tenants are placed or the end of your lease term.
- Any maintenance or cleaning involved in getting the home rent ready.

Please Refer to the move out instructions and your lease for further details.

All communication pertaining to breaking the lease must be completed in writing by email to management@gunnpropertyservices.com or by US mail to Po box 491267 Leesburg FL 34749