



Request Lease Cancellation



Castle Property
919 North Main Street, Harrisonburg, VA 22802 (540) 564 - 2659
e-mail: office@castleproperty.com web site: http://www.castleproperty.com

§ 10. LEASE CANCELLATION: (from lease terms)

Landlord agrees to terminate this Lease prior to the expiration of the term providing Tenant's payment of a cancellation fee and all reasonable expenses required to secure a qualified replacement Tenant. Tenant remains responsible for the full on-time payments of the monthly rent and fees until the replacement Tenant's lease begins. Expenses include advertisement, property showings and a mid-lease damage inspection.

Tenant Name: _____

Property Address: _____ Bedroom Number: _____

Date room will be available: _____ (CP adds three days to allow time to clean)

Tenant requests cancellation of the lease for the bedroom listed above after the date listed. Tenant understands that he/she is only submitting a **Request to Cancel** his/her lease. This allows CP to write another lease with a replacement Tenant. Tenant understands that he/she is still responsible for all the terms of the lease until written **Confirmation of Cancellation** has been received from CP.

Listing property with Castle Property:

Yes No Tenant / Co-Signer requests that CP list this room as available on the Castle Property web site until it is re-rented. The cost to list the property is a flat fee of \$50.00 and is due with this request.

Showing the property: (Please choose one of the following)

Tenant will make arrangements with any prospective Tenants to show the property. CP will forward any prospect information received from either our web site or from general requests to the office by e-mail to the Tenant and Co-Signer. Tenant or Co-signer will make arrangements with the prospective Tenants. There is no cost to the Tenant or Co-Signer for the e-mail referrals from CP providing the property has been listed on the CPI web site. This option is only available after Tenant takes possession of the property and is not available prior to the start of the lease.

-- OR --

Tenant / Co-Signer requests that CP make appointments with and accompany any prospective Tenants at the property for showings. CP will charge the Tenant for one hour of labor (\$39) for each appointment to offset the time.

-- OR --

Tenant / Co-Signer requests that CP make appointments with and accompany any prospective Tenants at the property for showings. Tenant / Co-signer will pre-pay a flat fee of \$100.00 (one-hundred dollars) for up to five appointments and showings.

Tenant Signature: _____ Date: _____

-- or --

Co-Signer Signature: _____ Date: _____