

## Lease Break Information Addendum

Revised 3/12/2019

CrossPointe Management Group will hold all residents and guarantors responsible for the entire lease term. If it becomes necessary for you to move-out prior to your lease expiration date, it is extremely important that you review this summary of applicable lease information and applicable policies and follow any guidelines contained within to minimize the expense that such an action could cause.

1. **Sign & turn in a move-out notice and review and sign the Broken Lease Information form.**
  - Signing a move-out notice will allow CrossPointe to add your property to our list of available properties and our website.
  - Written notice of move-out immediately allows CrossPointe to show the property with no notice or if possible, with 24 hour notification via email.
  - Provide a forwarding address. If a balance is owed, CrossPointe, will hold you accountable whether you provide a move out notice or not. You are responsible for forwarding your mail with USPS.
  
2. **Reletting Charge:** Paying the re-letting charge (listed on your lease- typically 50%-85% of one months rent) does not release you from your obligation under the Lease Contract.
  - This fee is associated with paperwork processing costs, marketing, and agent time and is to be paid up front prior to the unit being place on the market for lease.
  - **\$1 per day Rently lockbox charge for vacant unit, after hour/weekend showings**
  
3. **Rent:** You are responsible for rent through the end of your lease or until someone else moves in, whichever occurs first.
  - Rent must be paid in full at the beginning of each month to avoid late fees.
  - If someone moves in later in the same month that you paid full rent, you will receive credit back for the portion of rent that was over paid.
  - If you fail to pay rent, you will be in default of your lease and we will exercise necessary action.
  
4. **Utilities:**
  - Residents are responsible for all utilities up to the new lease start date or through your lease expiration date, whichever occurs first. All utilities must be left on in your name during the term of your lease or up to the day a new tenant moves in.
  - When the property is released we will call and provide you with the new move in date so that you know what date to have service disconnected.
  
5. **Finding a replacement:**
  - It is the Resident's responsibility to find a replacement, however, CrossPointe will show due diligence in marketing the property. If the owner of your home has any other vacant units in the subdivision or property that is of equal floor plan and sqft, CrossPointe is contractually obligated to lease any unleased homes first.
  
  - If you locate a replacement, they must fill out an application, pay applicable fees/deposit, and be approved by CrossPointe.
  
6. **Deposit, Cleaning, Painting, Carpet Cleaning, Damages, Pet Damages, Trash Removal, ETC.**

- If a lease is broken the deposit is only refundable if there is a positive balance after reletting fee, marketing expenses, rent, make ready costs, utilities, and any other fees applicable.
- Be careful in attempting to perform any repairs yourself. If CrossPointe has to correct repairs made by you, you will be charged for those costs.
- You are required to have carpets professionally cleaned and produce a receipt at move out. If you had a pet the carpets must be professionally “pet treated” as well.
- Law requires us to have locks rekeyed prior to new tenants moving in. This is a fee that will be placed on your move out disposition along with any cleaning, painting, damage charges, or other applicable fees.

7. **Lawn Care:** You must maintain your lawn up to the date a new tenant moves in. Maintaining a manicured appearance will make the property more desirable to new prospects. If we have to send landscapers for any type of lawn clean up, this bill will also be applied to your move out disposition.

8. **Move-out Accounting:** An itemized Disposition of all charges will be mailed within 30 days after you’re responsible through date. In the event that a balance is owed to CrossPointe, you will have 10 days from receipt to make payment before the charges are sent to collection. Failure to provide a forwarding address does not release you from any obligations to CrossPointe.

**PLEASE NOTE:** In the event that a new resident is NOT found AND you uphold your lease obligation through the end of your lease term, your lease will not be considered broken. As a result, you will NOT be charged the re-letting fee or re-keying fee AND you WILL receive normal wear & tear credits accordingly.

**PLEASE NOTE:** Should you decide to **“skip”** and not communicate or work with our office on finding a replacement. You will be considered in breach of your lease. The rent will be accelerated through the remaining date of your lease and will be due and payable immediately along with any other damage/ cleaning charges, utilities, and other applicable fees. The deposit will be applied to the balance due and the remaining balance will be sent to you via the Security Deposit Disposition Form to the last known address on file. If we do not hear from you within 10 days of sending this document your account will be turned over to collection.

**You are signing acknowledging that you fully understand CrossPointe’s Lease Break Policies. A copy of the signed document will be dropped to your online tenant portal along with your other signed lease documents for future reference.**

Resident Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Resident Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Resident Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

Resident Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: