

## Breaking Your Lease

**\*\*You are responsible for paying rent every month for the entirety of your lease or until your apartment is rented, whichever comes first\*\***

If for any reason you have to move out of your apartment prior to your lease end date, the following steps describe what to do.

**Step 1: Completely move out** - Empty and clean your apartment. We do not need any notice from you if you are breaking your lease, but a heads up is appreciated.

**Step 2: Return your keys to the office** - Make sure to label them if you drop them in the drop slot (which is next to the front door of the office at 104 Grant Street, Portland). We will only show your apartment after we get the keys. Don't forget; if we don't get all keys that were given to you, you will have to pay \$100 for a lock change. Please note that we may raise the rent according to market value.

**Step 3: Wait for your apartment to rent** - You still need to pay rent until you hear from us that it is rented. It can take up to 2 weeks for our Turnover department to get the apartment move-in ready for the next tenant. **\*\*Note: We may increase the rental price while trying to re-rent your apartment. We can't guarantee a date for when your apartment could be rented by (depends on demand, the market, seasonality etc.) A prospect may hold an apartment for up to 30 days after they put a deposit down. You are responsible up until a lease is signed.**

Once someone moves in, we pro-rate any rent up until that day and at that point we can return your last month's rent and security deposit (minus any charges for damages), plus any pro-rated rent that you may have paid for that month they move in.

This is the only option for tenants to get out of their lease. We do not allow transferring within current leases, subletting or lease takeovers, nor do we show the apartment while you're living in it. This is non-negotiable.

If you have any further questions after reviewing this policy, please direct them to Stephanie at [elizabeth@portpropmgt.com](mailto:elizabeth@portpropmgt.com); 761-0832 ext. 112

**\*\*You must pay back any move-in specials and/or concessions you received if you break your lease\*\***