



**AUTHORIZATION FOR RE-RENTAL**

I/We \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
 and \_\_\_\_\_, the residents of Apt. \_\_\_\_\_ at \_\_\_\_\_  
 do hereby authorize Foxridge to re-rent my/our apartment.

I/We understand that I/we am/are responsible for all rental payments, power bills, late fees, etc. inclusive thru the day before a new lease agreement commences. Obligations are not negotiable until a new lease agreement has been signed and required security deposits have been paid in full. The account balance on the apartment must be up to date for re-rental approval.

I/We understand that my/our security deposit(s) will be refunded after the apartment is re-rented according to the vacating inspection less any outstanding account balance owing on this apartment.

I/We agree to pay Foxridge a fee of \$\_\_\_\_\_ for processing and administrative costs. Since I/we are terminating our lease agreement prior to the scheduled expiration date, I/we also agree to an extraordinary refurbishing cost such as painting, necessary for re-rental of this unit.

I/We understand that upon signing this agreement, we cannot re-claim possession of the apartment.

APARTMENT NUMBER \_\_\_\_\_ SIZE \_\_\_\_\_ PHONE \_\_\_\_\_  
 DATE LEASE EXPIRES \_\_\_\_\_ DATE YOU WILL VACATE APARTMENT \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
 (Street) (Town/State/Zip)  
 PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
 (Street) (Town/State/Zip)  
 PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

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FORWARDING ADDRESS \_\_\_\_\_  
 (Street) (Town/State/Zip)  
 PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

I/WE UNDERSTAND THAT EVEN THOUGH I/WE AM/ARE VACATING MY/OUR APARTMENT PRIOR TO THE EXPIRATION DATE OF THE LEASE, I/WE AM/ARE STILL RESPONSIBLE FOR THE RENT DUE. I/WE ACKNOWLEDGE RECEIPT OF STANDARD VACATING CHECKLIST. I/WE ACKNOWLEDGE THAT ANY OVERPAYMENTS OF RENT WILL BE REFUNDED WITH THE SECURITY DEPOSIT REFUND AS OUTLINED ABOVE.

**PLEASE READ AND INITIAL THE FOLLOWING:**

- \_\_\_\_\_1. I understand that Foxridge Management has an obligation to rent vacant apartments **BEFORE** renting re-rental apartments. Vacant apartments will be offered to prospective renters first. Re-rental apartments will be offered in the event that there are no vacant apartments **OR** if the prospective renter specifically asks for the re-rental apartment **OR** describes an apartment similar to the re-rental apartment.
- \_\_\_\_\_2. Once your apartment has been offered to a prospective renter the following **MUST** take place before ending you lease. The new renter must sign the lease, pay all rent and security deposit due and **take possession of the apartment**.
- \_\_\_\_\_3. I/We understand(s) that the rent must be paid in full each month until the apartment has been rented. Any power bills & late fees will be my/our responsibility as well. Late fees will apply to partial rent payments.
- \_\_\_\_\_4. In the event that the prospective renter cancels his/her application, Foxridge does not assume responsibility for the cancellations. The apartment will then become available for re-rental to another potential renter. I/We understand(s) that I/we will continue to pay for the rent and power bills for the apartment.
- \_\_\_\_\_5. An actual vacate date is recommended to assist Foxridge with renting the apartment. Foxridge will notify the resident once the apartment is rented and the new renters have taken possession of the apartment. In the event that the prospective renter cancels, Foxridge will not be held responsible and I/we will continue to be responsible through the lease ending date.
- \_\_\_\_\_6. I/We understand that once the apartment has been vacated, maintained and/or offered to a prospective resident, I/we will not be able to retract the Re-rental.
- \_\_\_\_\_7. I/We understand that the security deposit is not considered a rent payment.

RESIDENT(S):	DATE:	GUARANTOR(S):	DATE:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____