

This letter is to confirm that you are breaking your lease and vacating the property prior to the end of your Lease.

Please be aware that in accordance with your Lease you are responsible for leasing commission loss and a \$500 early termination fee (Lease Clause, #24). In addition, you are responsible for all rent, utilities, and normal tenant maintenance until a qualified tenant occupies the home or your Lease ends, whichever occurs first.

The leasing commission loss is calculated based upon the following:

If you have less than 12 months remaining on your lease, your leasing commission loss will be a prorated amount of one month's rent.

If you have more than 12 months remaining on your lease, your leasing commission loss will be equal to one month's rent.

You are more than welcome to do your own advertising to help reduce any leasing commission loss fees. The prospective tenant(s) would need to fill out an application for processing and approval. The application processing fee is \$50 per individual and can be made payable to PPM in a personal check. Once approval is obtained, PPM will draw up a lease with the replacement tenant and your Lease responsibilities would terminate once you vacate the property and fulfill the remaining Lease obligations (i.e. cleaning, final utilities, etc.). Please keep in mind that PPM will need at least three business days from the time you vacate to move in new tenants for the necessary inspections and repairs, if needed.

In an effort to make this transition as seamless as possible, please provide PPM with the date you plan to vacate the property as well as if you plan to advertise the property yourself.

Thank you.