



274 Osborne Street N., Winnipeg, MB R3C 0M7
Ph. (204) 488-4444 Email: leasing@sussexrealty.ca Fax: (204) 489-8319

Notice of Intent to Assign Lease

Dear Landlord:

Please be advised that I/we wish to assign my/our lease on suite _____ at _____
(Address)
effective _____.
(Month/Day/Year)

I/we understand that although the Resident Manager will assist me/us in the renting of my/our suite, I/we will remain responsible for all obligations under the lease, including payment of rent, until such time as the suite is rented or the lease expires. I/we understand that my/our pre-authorized payment (if applicable) will not be stopped until my/our suite has been successfully assigned.

I/we understand that it is my/our responsibility to locate a new tenant and to advertise and show the suite. The Landlord will not unreasonably withhold approval of an application to assign the lease, however, all applications must meet the Landlord's standard requirements and must obtain the approval of the Landlord prior to the successful assignment of the lease.

I/we further understand that it is my/our responsibility to confirm the status of the assignment of my/our lease with the Landlord and that I/we will not be released from my/our rental obligations until an application has been confirmed and approved by the Landlord and the applicant has accepted occupancy and paid their deposit and any rent due to the Landlord.

Enclosed is a cheque/money order for \$75.00 which represents payment of the administration fee to assign my/our lease. I/we understand this fee is non-refundable. Also enclosed is the completed precondition report, which I/we understand does not release me/us from any obligations under the terms of my/our lease agreement.

Reason for assigning my/our lease: _____

Dated this _____ day of _____, 20____ in _____.
(Day) (Month) (Year) (City)

Tenant 1: _____
Name (please print) (Signature) (Phone Number / Email Address)

Tenant 2: _____
Name (please print) (Signature) (Phone Number / Email Address)

Tenant 3: _____
Name (please print) (Signature) (Phone Number / Email Address)