**Intent to Relet Form**

**Floorplan or Apartment Number:** 713-A

**Lease Term:** 08/1/2024-07/31/2025

**Resident Information:**

Name: Phuong Pham

Phone Number: 512-902-9067

Email: phamthithuyphuonglove@gmail.com

**Reason for Relet:** moving out of town

**If you have found a replacement, please provide their information below:** Name: Ngan Huynh

Phone Number: 737-336-2095

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form represents my intent to Relet my bedspace at **\*community Name\***. I understand that this form does **NOT** guarantee that **\*community Name\*** will find someone to Relet my bed space and that it is my responsibility to find someone to Relet. I understand that per the Lease Agreement, there is a Relet fee consisting of **$300**. The Relet process will not begin until payment is received in full and the balance on my account is $0. The relet must be for the same lease term and floorplan as the original Lease Contract. I understand that I am responsible for all Rent, fees, and other charges outlined in the Lease Contract until a replacement resident has completed all necessary paperwork, all fees are submitted to management, and management approves the Relet. All personal items should be removed from the unit upon move-out. Management is not responsible for any personal items left in the unit.

**THIS FORM DOES NOT RELEASE YOU FROM YOUR LEASE CONTRACT. YOU WILL ONLY BE RELEASED FROM YOUR LEASE OBLIGATIONS WHEN THE NEW RESIDENT’S LEASE AND ALL NECESSARY PAPERWORK AND FEES ARE SUBMITTED TO MANAGEMENT AND MANAGEMENT APPROVES THE RELEASE AFTER THE NEW RESIDENT HAS MOVED IN.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature: Phuong Pham Date: 08/13/2024

Resident Printed Name: **FOR OFFICE USE ONLY:** Received By: Relet Fee:$ Vacate Notice Received: YES / NO | CURRENT FUTURE RENEWAL