

TENANCY ASSIGNMENT PROCEDURES

- 1) Notify the Rental Agent, in writing, of the date you wish to vacate the apartment.
Forms are available from the Site Superintendent, from the Office or on our website at akmanmanagement.ca.

- 2) It is your responsibility to find someone to lease your apartment. If you place an advertisement on Kijiji or any other method, please advise the Site Superintendent. You are responsible for all advertising costs related to the leasing of your Apartment.

- 3) **There will be a \$75.00 administration fee.**

- 4) When you find an interested person, inform them that they must complete a rental application including, a letter of employment and/or notice of assessment, bed bug disclosure and a security deposit payable by cheque, debit, or money order. The application will then be processed. Do not assume the apartment has been leased until you receive notification from our office.

- 5) You are responsible for the condition of your apartment. An inspection will be done on move out. Please provide the office with your forwarding address.

- 6) Your apartment will be easier to lease if it is kept in a CLEAN and NEAT condition.

***Please remove procedures and keep your records before returning signed copy of the attached form.**

If you have any questions regarding the above, please contact Akman Management Ltd. at 204-944-9721.

FOR OFFICE USE ONLY

Paid by:

- Cheque
- Debit
- Money Order

Paid on:

NOTICE TO RENTAL AGENT

I/WE hereby give you notice that I/WE wish to give all obligations and rights under a tenancy agreement to another person.

Apartment Number: _____ Address: _____

Which I/WE hold you as tenant(s),

On the _____ day of _____, 20____.

(DAY ON WHICH YOU WISH TO ASSIGN YOUR APARTMENT TO ANOTHER PERSON)

For the following reason(s): _____

Under the terms and conditions of my/our tenancy agreement, I/WE fully understand that I/WE are responsible for all rent owing on the first day of each month until I/WE have provided an APPROVED tenant to lease the above named apartment.

This notice gives the Superintendent the right to enter the apartment in order to show the apartment to prospective tenants.

I/WE also agree to pay the Administration Fee of \$75.00.

Dated this _____ Day of _____, 20____.

TO BE SIGNED BY ALL PERSON(S) ON LEASE AGREEMENT:

_____ Tenant Name (Please print)	_____ Tenant Signature	_____ Telephone Phone Number
_____ Tenant Name (Please print)	_____ Tenant Signature	_____ Telephone Phone Number
_____ Tenant Name (Please print)	_____ Tenant Signature	_____ Telephone Phone Number

Forwarding Address: _____