

EARLY TERMINATION — WHAT TO EXPECT

Area Texas Realty & Management — Please read this page carefully before signing

■ **IMPORTANT:** If your requested surrender date is before your lease expiration date, your lease remains fully in effect. All financial obligations continue until a qualified replacement tenant takes possession OR your lease expires — whichever comes first. Surrendering keys early does NOT release you from rent or terminate your lease. Submission of this form is a request only — **completion of this form does not constitute approval. The Landlord reserves the right to deny this request at their sole discretion.**

STEP 1 — RELETTING FEE (Due Upfront)

Per Section 28 of your lease, you are required to pay a Reletting Fee equal to one (1) month's rent to cover reletting costs. This must be paid before we can begin marketing the property.

Item	Amount	Due
Reletting Fee (1 month's rent)	<input type="text"/>	Before advertisement begins

STEP 2 — ONGOING OBLIGATIONS UNTIL RE-RENTED

After the Reletting Fee is paid and the property is listed, your obligations continue until whichever comes first: a new qualified tenant takes possession, or your original lease expiration date passes. During this period you remain responsible for:

- Monthly rent (due on the 1st, late after the 3rd)
- All utility bills (electricity, gas, water, trash)
- Yard/lawn maintenance costs
- Any other charges outlined in your lease

STEP 3 — SECURITY DEPOSIT

Per Texas Property Code §92.103, the security deposit will be refunded or accounted for with an itemized list of deductions within 30 days of the date the tenant surrenders the premises.

Timeline: (1) Submit packet + pay Reletting Fee → (2) Area Texas begins marketing → (3) Tenant pays rent & utilities until new tenant takes possession → (4) **Security deposit refunded or accounted for within 30 days of surrender.**

TENANT INITIALS — I HAVE READ AND UNDERSTAND THE ABOVE

Resident 1 — Print Name:	<input type="text"/>	Initials:	<input type="text"/>
Resident 2 — Print Name:	<input type="text"/>	Initials:	<input type="text"/>
Resident 3 — Print Name:	<input type="text"/>	Initials:	<input type="text"/>

NOTICE TO VACATE

Area Texas Realty & Management — Tenant Early Departure Packet

Instructions: This notice must be signed by all residents listed on the lease. Return the completed packet by email to Dora@AreaTexas.com or drop off at 2211 Norfolk St #920, Houston, TX 77098.

SECTION 1 — PROPERTY & VACATE DATE

Date: Property Address:

I/We, the undersigned resident(s), do hereby give notice of intent to vacate the above property and will return all keys by noon on the date of:

Requested Vacate Date: Lease Expiration Date:

I plan to remain in the property until a qualified replacement tenant is found.

SECTION 2 — MOVE-OUT INFORMATION

1. If you have a garage keypad, what is the current garage entry code?

2. Forwarding address for security deposit:

3. Primary reason for moving:

SECTION 3 — TENANT ACKNOWLEDGMENT & SIGNATURES

I/We hereby request early reletting of the above-referenced property per Section 28 of my/our lease. I/We acknowledge that my/our lease remains fully in effect and that I/We remain responsible for all rent, utilities, and charges until a qualified replacement tenant takes possession or the lease expiration date — whichever comes first.

Resident 1

Resident (Print Name) Resident Signature Date

Resident 2

Resident (Print Name) Resident Signature Date

Resident 3

Resident (Print Name) Resident Signature Date