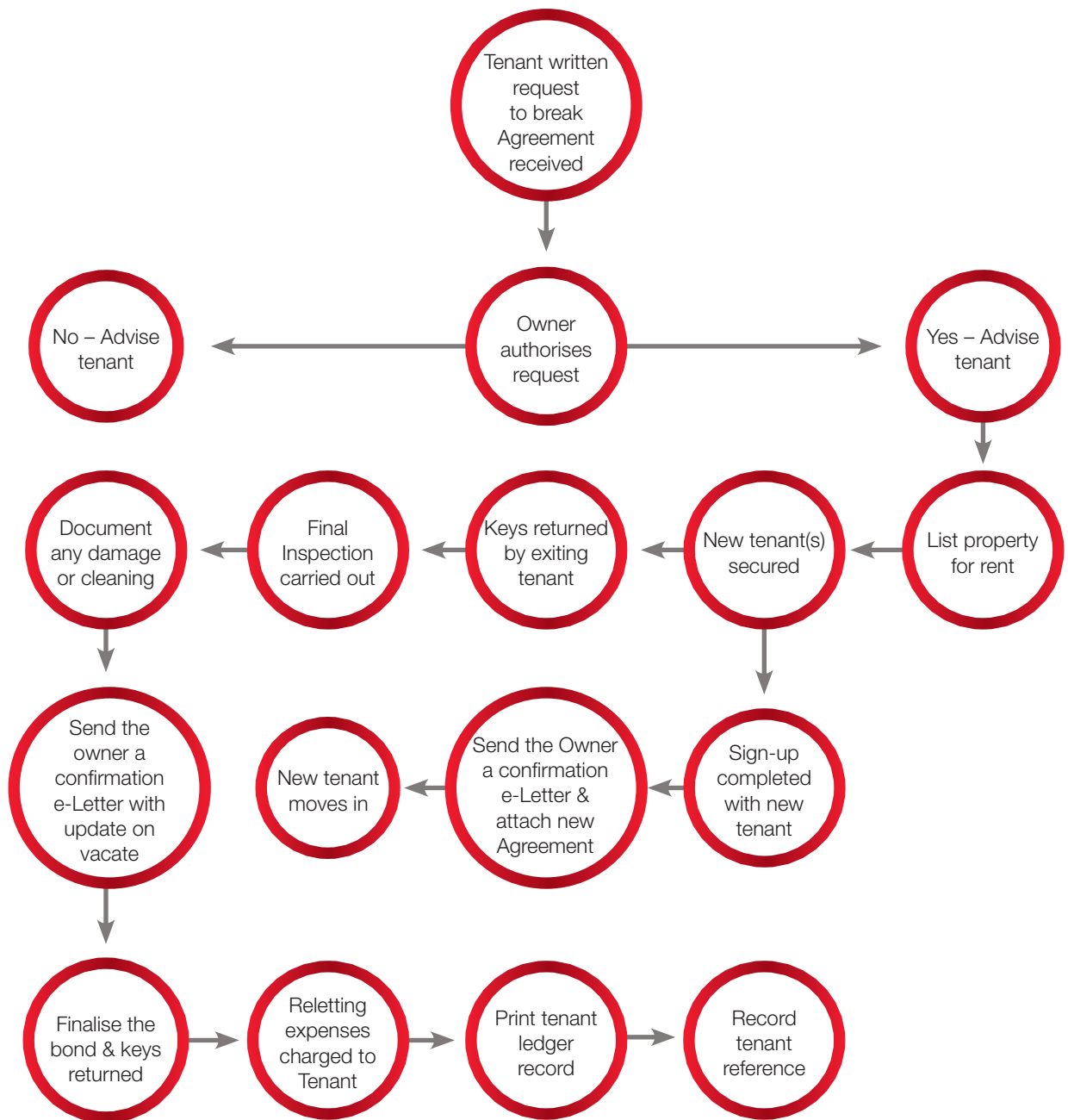


## EARLY TERMINATION BY TENANT FLOWCHART



## EARLY TERMINATION BY TENANT PROCEDURE

If a tenant wishes to break their Tenancy Agreement, it must be received in writing.

It is recommend the tenants complete an internal form "Notice of Intention of Early Termination" so you can seek a suitable new tenant as soon as possible, and so you can outline any re-letting costs that they may be liable for (if applicable).

Once you have received written notice that the tenant wishes to break their Tenancy Agreement, contact the owner and get their authority to relet the property. In some cases, there might be prevailing circumstances that may restrict the reletting procedure. (For example, the owner may intend to take possession at the end of the tenancy so his daughter can move in and there is two months remaining on the tenancy.