



TPM, Inc.

2230 N University Parkway Suite 7A Provo UT 84604

“total property management” SINCE 1976

PHONE: (801) 375-6719 FAX: (801) 375-6732

www.tpmrents.com

AUTHORIZATION TO SELL LEASE

NOTE: In accordance with the provisions of the Lease Agreement, I am hereby giving my notice of the intent to sell the remainder of my Lease and grant permission to the Manager to assist in all reasonable ways with the selling of my Lease. The unit will be available to reoccupy on or before:

_____.

TODAY's DATE _____

1. I understand that I will be responsible for any remaining payments (rent, utilities, etc.) due through the period shown in Section 2 of the Lease Agreement.
2. I understand that I will be responsible for my lease until a qualified tenant has signed a new lease for that period of time, paid the **security deposit**, and any rent due.
3. I understand that there may be a \$200 contract sell fee taken out of my deposit in addition to the nonrefundable fee as stated in "Section 16" of the Lease Agreement.
4. I understand that the unit must be completely vacant and thoroughly cleaned to TPM, Inc. standards as outlined on our check-out cleaning guide on, or before, the date promised above. I have received a copy of the check out instructions.
(Please initial) _____
5. I understand that I must contact my manager **at least one week** prior to vacating the unit to set up a cleaning check as part of normal checkout procedures. (See House Rules "G")
6. I understand that it is my responsibility to sell my contract. Although TPM, Inc. will try to assist me in selling my contract, I understand TPM Inc's first responsibility is to advertise and sell vacancies not under contract.
7. I understand that the phone number listed below will be given to prospective tenants to view the unit I reside.
(Please initial) _____

TPM, Inc. is hereby authorized to sell my lease.

NAME: _____

ADDRESS: _____

HOME PHONE #: _____

CELL PHONE #: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

FORWARDING ADDRESS: _____
