

TO: GLENBROOK APARTMENTS
4627 N. Knoxville Ave.
Peoria, IL 61614

FROM: RESIDENT: _____
4717 N. Knoxville Ave, Apt.# _____
Peoria, IL 61614

SUBJECT: **RIGHT TO RE-RENT APARTMENT**

To the management of GLENBROOK APARTMENTS (4627 KNOXVILLE, LLC), this letter is to notify and permit the management of GLENBROOK APARTMENTS to re-rent apartment # _____, which lease I signed _____, 20 _____, by and between GLENBROOK APARTMENTS and myself, _____.

- ❖ I understand that I will be responsible for paying rent until a new lease is in effect, and for any cleaning, damage, or replacement charges.
- ❖ I understand that there is a Finder's fee of **\$275.00** for obtaining GLENBROOK'S service to find someone to re-rent my apartment and consent to this agreement.

The fee can be reduced to **\$75.00**, if, and only if, I find and refer a person to rent my apartment. They must meet all of GLENBROOK APARTMENTS qualifications and move into my apartment. I will be responsible for paying rent and utilities until a new lease is in effect, and for any cleaning, damage, or replacement charges.

After GLENBROOK APARTMENTS has a new resident that is approved and moved in, I will no longer be responsible for the term of the lease. GLENBROOK APARTMENTS will reimburse any prorated rent from the new effective lease date for the said address. Within thirty days after the new lease is in effect, I will be receiving my security deposit minus all fees and charges.

I understand that GLENBROOK APARTMENTS shall have the right to re-rent the apartment at any time subsequent to the date the apartment is vacated and I shall not be entitled to any proceeds of re-leasing. I understand that I give up all rights to the above address, the lease will be canceled on the date of the new lease start date, and by mutual agreement, GLENBROOK APARTMENTS and I agree to terminate said lease on the date of the new lease date.

I give permission to have GLENBROOK APARTMENTS show my apartment, in order to have it re-rented, with the following provisions: _____.

I plan to vacate the apartment on or before _____, realizing that I will need to schedule an inspection appointment at least 24 hours before moving out. All keys need to be turned into the GLENBROOK APARTMENTS OFFICE at that time. **Keys are to be returned to the office after the inspection, or given to the inspector on or before your written move out date. If any items that were given out at move in, such as keys, pool tags, etc. are not returned, you will be charged per the Move- Out Instructions and Standard Charges Form.**

I am vacating for the following reason: _____.

Resident Signature: _____ Received by: _____

Date: _____ Date: _____

Forwarding Address: _____

New Phone #: _____