



Dear Resident,

Sorry to hear that you need to end your lease prior to the end of your current lease term; please rest assured we will work with you to find a suitable replacement resident. Once a new resident takes possession you will be released from your lease obligations.

Below are the details and procedure for APS to source a new resident:

Please complete, sign and submit back to us the form below along with the Re-listing fee. Once we receive your completed form we will commence marketing your residence to source replacement tenants.

The Re-listing fee to contract Annapolis Property Services to market your residence and source a suitable replacement tenant is \$950.00

Includes the following services:

- Detailed listing of the property on www.AnnapolisPropertyServices.com,
- Listing on: Zillow, Trulia, Hotpads, Showmojo and their family of syndicated sites
- Paid Home tour plus listing on Militarybyowner.com
- Photography of the property
- Video tour of the property
- 360 Photo tour of the property
- Signage at the property (where allowed)
- Screen prospective resident inquires
- Electronic scheduling and notification of showings
- Conduct property showings with prospective residents
- Process new resident applications
- Prepare and execute lease agreement
- Conduct move in/out property condition report video

Please note that until a new tenant takes possession of the property you remain rent responsible.

Thank you for renting with Annapolis Property Services. Please don't hesitate to contact us if you have any questions or concerns

Sincerely,
Peter Cook
President

