

Guidelines to Re-Rent/Break the Lease

If you find you need to break your lease at any point during the lease term you have two options to handle this situation.

First: You can pay out for the remainder of the lease term. This option may be agreeable to the current tenant depending on how close to the end of the lease term your lease is at but does not always work for all tenants.

Second: RTL can find a new tenant to sign a new lease for the property. If this is the option that works best for you guidelines to do so are listed below:

1. Notify Real-Time Leasing of intent to vacate in writing (acknowledging the option you are choosing to take)
2. RTL will advertise your unit and perform showings. The cost for our ad program is \$99/month for each month the unit is advertised. The listings will appear on over 250+ paid rental sites with full pictures/descriptions.
3. All prospects will apply through Real-Time Leasing with each applicant having to be approved through Real-Time Leasing application guidelines as detailed on our website.
4. Real-Time Leasing will make the necessary arrangements (with the incoming and vacating tenant) regarding move out/move in date.
5. Both the move out and move in procedures will occur at the Real-Time Leasing office located at: **2426 117th St. E.; Burnsville, MN 55337**. Each will happen separately. At this time the vacating tenant will turn in keys and garage door openers (GDO's) relevant to the unit. If any keys/GDO's are missing or not turned in, Real-Time Leasing will charge the vacating tenants deposit the cost for re-keying the unit and any GDO replacement necessary.
6. Real-Time Leasing will send out an inspector to inspect the property prior to the new tenant moving in. All documentation collected will be used against the move in documents provided by both RTL and the vacating tenant on the Move In/Move Out Form.
7. Any tenants moving in will meet at the office to sign the lease and all move in documents and pick up the keys/GDO's for the unit.
8. Real-Time Leasing will refund within 21 days as per MN Statute 504B.178 (less damages/cleaning costs if applicable) to the vacating tenant's forwarding address provided to our office.
9. Any deposits to be received by the incoming tenant are to be received to Real-Time Leasing.
10. Any arrangements for an early move in date by both the vacating and incoming tenant are to be arranged through Real-Time Leasing. RTL will *not* issue a rent portion refund to the vacating tenant.
11. Please note that you are fully responsible for the rent prior to the new tenant taking over – there are to be NO gaps in rent received to our office.