

ASSIGNMENT PROCEDURES

- 1) Notify the Leasing Manager, in writing, of the date you wish to vacate the apartment. Forms are available from the Resident Manager, from the office and on our website at akmanmanagement.ca.
- 2) **A \$75.00 Administration Fee is applicable. Applications will not be processed until the Assignment Request form and Administration Fee are received by the office, and until your account is current.**
- 3) It is your responsibility to find someone to lease your apartment. If you place an advertisement on Kijiji or anywhere else, please advise the Resident Manager. You are responsible for all advertising costs related to the leasing of your apartment.
- 4) When you find an interested person, inform them that they must complete a rental application including, a letter of employment and/or notice of assessment, copy of photo ID and a security deposit payable by cheque, debit, money order, or online payment. The application will be processed after all documentation has been received, assuming your account is current, and the Administration Fee and Assignment Request form have also been received. Do not assume the apartment has been leased until you receive notification from our office.
- 5) If the term remaining on your lease is less than three months, then the new applicant will be required to sign a 12-month lease in addition to the remaining term on your lease.
- 6) You are responsible for the condition of your apartment. An inspection will be done on move out. Please provide the office with your forwarding address.
- 7) Your apartment will be easier to lease if it is kept in a clean and neat condition.

The second page of this form must be returned to the office with the \$75 Administration Fee before any applications for assignment are processed.

If you have any questions regarding the above, please contact the Leasing Manager at Akman Management at 204.944.9721.

ASSIGNMENT REQUEST

I/WE hereby give you notice that I/WE wish to give all obligations and rights under our Tenancy Agreement to another person(s).

Apartment Number: _____ Address: _____

Which I/WE hold you as tenant(s),

On the _____ day of _____, 20_____
(DAY ON WHICH YOU WISH TO ASSIGN YOUR APARTMENT TO ANOTHER PERSON)

For the following reason(s): _____

Under the terms and conditions of my/our Tenancy Agreement, I/WE fully understand that I/WE are responsible for all rent owing on the first day of each month until I/WE have provided an APPROVED tenant to lease the above-named apartment.

This Assignment Request gives the Resident Manager the right to enter the apartment to show it to prospective tenants as directed by the Property Manager.

I/WE also agree to pay the Administration Fee of \$75.00.

Dated this _____ Day of _____, 20_____

Forwarding Address: _____

Assignment Checklist

Assignment Request Assignment Fee Account Current Forwarding Address Provided

TO BE SIGNED BY ALL PERSON(S) ON TENANCY AGREEMENT:

Tenant Name (Please print)

Tenant Signature

Phone Number

Tenant Name (Please print)

Tenant Signature

Phone Number

Tenant Name (Please print)

Tenant Signature

Phone Number