

# CHICAGO APARTMENT PLACE INC.

## Re-Let Form

Date \_\_\_\_\_

I hereby give written notice that I agree to re-rent my apartment effective (date to be rented) \_\_\_\_\_ or as soon as possible thereafter. I further understand that I am responsible for my regular monthly rent until the inception date of a new lease by a qualified lessee.

I agree that I must not terminate electric and gas service until a new qualified renters lease begins.

I must clean the apartment prior to move-out, or I may be subject to a cleaning fee of up to \$250.00.

**ALL PROSPECTIVE APPLICANTS MUST BE REFERRED TO** Chicago Apartment Place, Inc., and complete an application for approval with a \$125.00 per person administrative fee.

CHOOSE:

Option #1

\_\_\_ Chicago Apartment Place, Inc. shall advertise, show and re-rent my apartment. I will pay the total cost of re-rental, including any advertising, office costs and any rent until the apartment is re-rented.

Option #2

\_\_\_ I will advertise and show my apartment through my own efforts for my existing lease duration and rental rate. Once a new apartment lease is created any and all liability will rest on the new tenants.

Chicago Apartment Place, Inc. will make its best effort to re-lease your unit, however, we cannot guarantee timely rental.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Lease Ending Date: \_\_\_\_\_ New Lease Start Date: \_\_\_\_\_

### OFFICE USE ONLY

Showing **\$400.00 (This fee is to be paid immediately, even if apartment does not rent)**

Advertising \$ \_\_\_\_\_ (To be determined if Chicago Reader ads are placed)

Total \$ \_\_\_\_\_