

Notice to Landlord

Assignment of Suite

To Quality Management Ltd.

I, _____, hereby give notice that I wish to assign my suite (address) _____

Effective for re-rental for the following date: _____ day of _____ year _____ for the following reasons:

I agree to pay the administrative fee of \$75.00. Payment must accompany this Notice.

Terms of Assignment

1. Applications for your suite must have a new security deposit.
2. Upon approval of the new applicant, the assignor will be dissolved of the lease.
3. The landlord does not guarantee the rental of the above stated suite and the tenant will be liable for the rent up to the end of the lease.
4. The landlord will qualify an assignee and the occupancy.
5. The tenant is responsible for their own advertising and the showing of their suite to perspective tenants.

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Regional Office Authority

July 15, 2019

INFORMATION FOR TENANTS CONCERNING ASSIGNMENTS

1. It is the sole responsibility of the tenant to find a new tenant to take over the tenancy agreement. This may be done in any form of advertising with the exception of notices being displayed in any Quality Management Ltd. properties.
2. The new tenant takes over the remainder of your lease term and is responsible for all the terms of the agreement.
3. If the original tenant has an outstanding account with Quality Management Ltd., the landlord has the right to refuse the assignment until the account is cleared. *In order to finalize the paperwork, the tenant must pay the rent in full up to the date of assignment or said assignment will be void.*
4. Any application is not to be accepted by the tenant unless the assignment form attached is completely filled out, returned to the Resident Manager, fees paid, and is signed by the Regional Office. When we have approved an application both the original tenant and the assignment tenant must complete the The Amendment to Lease Agreement form. The original tenant and new tenant must arrange a time with the Resident Manager for the signing. We must remind you that if this is not completed the assignment is invalid.
5. Tenants are not allowed to have the administration fee applied to their security deposits. The fee must be paid prior to our accepting any applications.
6. Assignment applications must have a new security deposit. Your deposit cannot be transferred to the assignment. Condition Outs /Condition Ins must be completed with all parties being present, ie. Original tenant, Incoming tenant, and Resident Manager. This must be arranged between the hours of operation 8:30 a.m. and 5:00 p.m., Monday to Friday. The cost of cleaning/damages are to be agreed upon by the parties involved. The cost will be deducted from the original tenant's security deposit refund. This amount will be credited to the incoming tenant's account. Quality Management is not responsible for the cleanliness or condition of the suite when acquired by the new tenant except for routine maintenance.
7. Quality Management Ltd. has the right to decline any applicants if they do not meet the requirements for entry into the building.
8. If the original tenant fails to assign their suite and vacates, the tenant will be considered a skip and is responsible for the rent until the end of the tenancy agreement or until the suite is re-rented.
9. The original tenant is solely responsible for making the suite as attractive as possible for showing purposes. Through experience we have learned that the cleaner and neater a suite is for showing the quicker you receive applications for the suite.
10. Any requests by the incoming tenants for such things as cleaning, carpet cleaning, painting, etc. are solely between the original tenant and the new tenant.
11. The tenant is allowed to take as many applications and security deposits on the suite as possible, and can do so until they are informed by Quality Management Ltd. that an applicant has been approved.

Assignment Responsibilities of the Outgoing Tenant

1. If your current lease had 3 months or less, you must inform and enter in the term part of the application the remaining months plus 1 year. The applicant must be prepared to sign the remainder of the term and a one year lease. Eg. Assignment is for June 1, 2017 – August 31, 2017. The incoming applicant agrees to a term of 3 months plus one year. If the applicant does not agree to these terms we will decline the application.
2. It is your responsibility to ensure that the suite is in the same clean condition that you received the suite in. Please refer to the move-out basic cleaning information sheet.
3. The incoming tenant will be inspect your suite one week prior to your move-out. If it is found to be unreasonably dirty you will be given two days with which to improve the condition. The incoming tenant will be informed to contact you if they wish to view the suite and cancel the move in. You, the current tenant, will be held responsible for the rent costs if the applicant refuses to move into the unclean suite.
4. If the amount of cleaning (and/or damage repairs) required exceeds your security deposit, you will be served a claim for costs to attend a hearing at the Residential Tenancies Branch. This will also include the loss of rent should the condition of the suite force the incoming tenant to cancel their application.
5. Any furnishings you wish to leave for the incoming tenant must be in a written agreement between you and the incoming tenant and signed by both parties. We have had occasion that during the viewing process the incoming tenant agreed to take furnishings and then refused upon move-in. The person moving out of the suite is responsible for the disposal costs which can range from \$50 - \$100 depending on the amount of furnishings.
6. Locks will not be changed. It is your responsibility to provide the incoming tenant with two sets of keys which include the post office box key, suite key, and building entrance key. If you do not transfer the keys to the new tenant the cost of a lock change (\$50.00) will be deducted from your security deposit.

Assignment Responsibilities of the Incoming Tenant

1. If the current lease had 3 months or less, you must enter a term of the remaining months plus 1 year. You, the applicant must be prepared to sign the remainder of the term and a one year lease. Eg. Assignment is for June 1, 2013 – August 31, 2013. The incoming applicant agrees to a term of 3 months plus one year. If the applicant does not agree to these terms we will decline the application.
2. It is advised that you inspect the suite one week prior to your move in. If it is found to be unreasonably dirty you are to inform the tenant that you will cancel the move if it is not resolved to your satisfaction.
3. Quality Management Ltd. will only clean the carpets if the outgoing tenant has not done so. This cost will be charged back to the outgoing tenant. This will be scheduled for the first business day after the move-in date if the move-in is done during a weekend or evening. If our contractor is unavailable a tenant may inform the manager that they are doing the carpet cleaning themselves and present the receipt to the site manager. This amount will be taken from the outgoing tenant's security deposit and credited to your rent account.
4. Any furnishings you have told the outgoing tenant to leave for you must be in a written agreement between you and the outgoing tenant and signed by both parties. We have had occasion that during the viewing process the incoming tenant agreed to take furnishings and then refused upon move-in. The person moving out of the suite is responsible for the disposal costs which can range from \$50 - \$100 depending on the amount of furnishings. If you had the written agreement to accept the furniture and then change your mind after move-in, you will be responsible for the costs of removal and disposal.
5. Normal cleaning costs, if any, will be calculated and told to the outgoing tenant. That amount of costs will be deducted from the outgoing tenant's security deposit, and credited to your rent account. For example: We estimated 3 hours of cleaning to meet our minimum standards at \$20.00 per hour. \$60.00 would be deducted from the outgoing tenant's security deposit, and \$60.00 would be credited to the new tenant. Quality Management Ltd. will not do the cleaning. The condition in will be marked as good, and the new tenant is responsible for cleaning it to our minimum standards.
6. Please be aware, that if when you viewed the apartment and agreed to apply for the suite, if it was in substandard condition, you must inform the site manager and refuse to apply for the suite. Otherwise the suite is accepted in an as is condition. The outgoing tenant is still responsible for the costs, and they will be credited to you only if they do not exceed the tenant's security deposit. Quality Management Ltd. is not responsible for the cleaning.
7. Maintenance request forms are available in the site manager's office if you discover repairs are required.
8. You should receive your 2 sets of keys from the outgoing tenant. If you wish a lock change you may put in a work order with the site manager. There is a \$50.00 charge for lock change.

All costs are estimated by Quality Management site managers based on experience and to the best of their knowledge. Any costs that are deemed unreasonable by Quality Management Ltd. will not be credited to the incoming tenant. For example, if you hired a cleaner to clean the suite and the amount they charge you exceeds the estimated amount, we will not reimburse those costs to you. Or for example, you pay a costly cleaning carpet service, we will not reimburse costs that would exceed our standard carpet cleaning costs. The site manager will advise you on standard costs that any independent cleaning company should charge you.