



EARLY TERMINATION – SUBLEASE

The following information is provided regarding early lease termination or subletting your apartment. Basically, we offer you two options:

1. Early Termination. We will terminate your lease early if you pay (i) your rent through the end of the month in which the apartment is vacated and inspected, AND (ii) a cancellation fee equal to three months rent.

Your deposit refund is processed upon move-out and you have no further lease obligations.

To terminate your lease early, sign and return the attached *Early Termination Request* form with your termination fee by mail to Hillco Realty Management, PO Box 608, Highland Park, IL 60035.

2. Subletting. You advertise and show the apartment. Interested sublet tenants should complete and fax a *Rental Application* to 847-631-0768. Credit review takes about 24 hours.

If your sublet tenant is approved have them sign a *Lease and Sublet Rider* and pay a deposit equal to one months rent. At the same time, you pay a \$200 sublet fee and sign the *Sublet Rider* as well.

From the time the sublet tenant takes occupancy and pays their first month rent your further lease obligations are limited to your security deposit. Your deposit refund is processed and you have no further lease obligations at the end of your lease term.

Application, Lease and Sublet Rider forms are available at:

www.HillcoRealty.com under "Resident Resources"

EARLY LEASE TERMINATION REQUEST

TO: Hillco Realty Management
Post Office Box 608
Highland Park, IL 60035

RE: Unit # _____

I would like to terminate the lease on my apartment. In order to do so, I have enclosed a lease termination fee in the amount equal to three months rent. I also have, or will pay rent in addition to this cancellation fee until the date I vacate the apartment.

I will vacate the apartment on _____ (date).

Hillco may take possession of the apartment on that day.

Sincerely,

Dated: _____