

Sample Letter for **BREAKING** a Lease

Once a lease is signed, you are legally bound to its terms, except in a few rare situations. If you unexpectedly need to break your lease, you need to contact your landlord and explain the situation. Unless your landlord releases you from the lease, you remain responsible to pay the rent. The landlord is required to try and find a new tenant as soon as possible to take over the lease. It is a good idea for you to try and find a replacement tenant as well. Should the issue be brought to court, this fact will help your case. Keep a copy of the letter you sign. It is also a good idea to send a letter through the mail with a receipt confirmation to ensure your landlord receives it.

This is a sample only.

The user of this sample should read over the terms and conditions presented in the lease and consult a licensed attorney or the SG Lawyer before distributing this letter.

[Tenant Address]

[Landlord name]

[Date]

[Landlord address]

Dear Mr. / Ms. [Landlords last name]

For the past [number of days / months] I have been living at [address of apartment / lease]. Although my lease does not terminate until [day, month, year], it is necessary that I move out earlier due to [list specific reasons such as family crisis or leave of absence from the Institute]. I intend to vacate the premises on [day, month, year].

I will call you on [specific date] to discuss the matter. Should you need to contact me in the meantime, you can reach me at [phone number].

Sincerely,

[Tenant signature]

[Tenant name]



ACEatRIT 

commuters@rit.edu 

thelink.rit.edu 