WOODARD PROPERTIES
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Tenant's Authorization Form to allow Landlord to find a new tenant

Addendum to Rental Agreement between _____, Tenant, and Woodard Properties, Landlord, whereby Tenant is renting Premises described as _____, Charlottesville, Virginia, and Tenant wishes to terminate said rental agreement prior to its termination date of _____, and Tenant desires Landlord to find a new tenant pursuant to the following terms and conditions. It is hereby agreed between Landlord and Tenant:

1. For a non-refundable advance fee of $25.00, Landlord will list and show Premises to prospective new tenants. If Landlord currently has other premises to lease, Landlord may, at Landlord's option, not show Premises to prospective new tenant until the other premises referred to herein have been leased. Landlord will not place Premise specific ads. New tenant must meet qualifications established by Landlord.
2. If Landlord or Tenant finds a new tenant to occupy Premises subject to terms of the rental agreement:
   a. Tenant agrees to make Premises available for occupancy at any time after 10am on _____, 20__.
   b. Tenant understands the need to show Premises to prospective new tenants and gives Landlord permission to show Premises during regular office hours without notice. Tenant may notify Landlord of inconvenient times, if any, to show Premises.
   c. Tenant agrees to pay a re-rental fee equal to one month's rent $_____, in addition to all rent owed. This amount must be paid to Landlord immediately upon a new tenant signing a new rental agreement.
   d. Tenant will pay the pro-rated share of all rent due, including utilities, furniture, parking, and/or storage, if rented, **up to the date of the new rental agreement with the new tenant.** (see also #4 below)
   e. Tenant will vacate premises and return keys three business days prior to the commencement date of the new rental agreement and leave Premises in a condition acceptable to Landlord.
   f. Acceptance of new tenant will be subject to Landlord's reasonable approval, provided however any prospective new tenant found by Tenant may be rejected if Landlord has already found a new tenant in accordance with this agreement or if tenants using any shared area of the Premises to be rented disapprove of the prospective new tenant.
3. ***That this is in no way a guarantee by Landlord that a new tenant will be found to replace Tenant, and unless a new tenant is found, either by Landlord or Tenant, in accordance with this agreement, Tenant will be entirely responsible for the lease including, but not limited to, all rent and utility payments.***
4. ***If Tenant is renting furniture, a reserved parking space, and/or a storage space, and Landlord is unable to rent these along with Premises, Tenant agrees to pay all rent due for furniture, reserved parking, and/or storage space as specified in the current rental agreement.***
5. That failure of Tenant to comply with this agreement will be considered a default of the rental agreement.
6. Tenant will be released from all obligations and responsibilities of rental agreement only after these conditions have been completely fulfilled.
7. That this is the entire agreement between Landlord and Tenant to find a new tenant and may be amended only in writing or initialing changes to this agreement by Landlord and Tenant.

_____ _____

Tenant Date Landlord Date

Option

If Tenant desires, Landlord will attempt to re-rent Premises at a monthly rate less than the amount specified in the rental agreement, and Tenant will, in effect, subsidize rent of the new tenant. Tenant agrees that if less rent is to be received from a new tenant, Tenant will pay the total difference to Landlord upon Landlord's securing a new tenant, in addition to other payments made pursuant to this agreement. Tenant agrees to subsidize up to $_____ per month for new tenant, making the effective rent for the new tenant $_____ per month.

I accept this option and agree to its terms. _____

Tenant Date

Tenant can be reached at Address(es)_____

Phone#(s) _____ e-mail _____

Office Use:

$25 listing fee paid _____ Keys Returned _____ Status: Leased _____ Canceled _____