

REQUEST TO CANCEL LEASE (VIRGINIA)

To: _____ (*insert name of landlord*)
_____ (*insert address of landlord*)

Re: Rental premises located at _____ (*insert address of rental premises*)

You are hereby notified I/we intend to cancel our lease with the expiration of the term. I/we acknowledge that I/we shall pay a reasonable amount of fee and all reasonable expenses required to secure a qualified replacement tenant. Such expenses include advertising, property showings, and multiple viewings/inspections.

It is understood and agreed that I/we shall be fully responsible for the full payment of rent and utilities until the replacement tenant's lease begins, and until written confirmation of the cancellation is furnished to me/us by the Landlord.

I may be contacted at:

_____ (*insert tenant's phone number*)

Dated the ____ day of _____, _____,

(Tenant Signature)

(Tenant Name)

THIS IS A 2-PAGE FORM.