

INTENT  
TO CANCEL  
FORM



**P.O. BOX 7971**  
**Pittsburgh, PA 15216**  
**Phone: 412.343.6206**  
**Fax: 412.343.5432**  
**www.ppmrealty.com**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ANTICIPATED MOVE OUT DATE: \_\_\_\_\_

I/We would like to cancel our lease agreement with PPM Realty. I/We understand that our lease does not expire until \_\_\_\_\_.

According to the lease agreement, I/We, \_\_\_\_\_, understand that I/We could potentially owe PPM Realty and are responsible for:

1. A 40-day written notice prior to the intended termination date.
2. A termination fee equal to three months rent.
3. Paying a re-rent fee equal to one month's rent
4. Paying all rent and utilities until a new tenant has moved in.

I/We understand that PPM Realty will not begin actively marketing the property until PPM Realty receives the re-rent fee of \$\_\_\_\_\_ paid in full as well as the signed copy of this Cancellation Form. We agree to cooperate with the marketing and showing of our apartment in order to expedite the re-renting process.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PPM Realty

\_\_\_\_\_  
Date