

SAMPLE LETTER

TERMINATION – BREAKLEASE LETTER

Send to the manager involved and /or deliver a copy to the manager. It is a good idea to mail the letter “certified mail” to prove the manager actually received the letter. Make sure to keep a copy of both the letter and the certified mail receipt for your records. Try to have the letter delivered at least 30 days prior to the last day of the month, so that notice will be effective the last day of the month. If it is an emergency a shorter time period is usually allowed.

Sent via Certified Mail

Date

Full Name (Owner/ Manager)
Address

Dear (Manager’s Name),

It is necessary that I vacate (Address, City, State, Zip Code) no later than (the last day of the rental month) in full.

If there are “Breaklease fees,” “Reletting fees,” or any similar charges in the lease, such fees have often been deemed unenforceable in Colorado courts. Once the landlord receives notification of an impending vacancy, the landlord is under a duty to market the property and to make a good-faith effort to timely re-rent the unit. The tenant is liable for any documented re-rent costs.

This unit will be available for showing (example – each Tuesday, Thursday and Saturday from 2:00 p.m. until 5:00 p.m.) from now until the end of my tenancy provided I receive prior telephone notice, and agree to the time requested.

On (date of vacating), I request the manager or representative come to this unit at (example -3:00p.m.), in order to do a written walk-through inspection. I will also surrender the keys at this time. If there was a written record of the condition of the unit at the time I moved in, please provide me with a copy of such record at the time of walk-through. I will be taking photographs of the empty unit, prior to surrender, for possible future use.

My address (after vacating) will be _____.

(NOTE: if at all possible, use a Colorado address rather than an out-of-state address, so the landlord will think you are nearby in case it becomes necessary to go to court over the security deposit. Perhaps a friend or relative will allow you to use their address and will forward any correspondence from the landlord to you).

I appreciate your cooperation in this matter.

Sincerely,

(Signature)
Your Name
Current Address

SAMPLE