

**Castleberg Communities understands sometimes a lease commitment cannot be completed in full due to unforeseen circumstances. However, as a business we have to look out for our bottom line and will not make any special arrangements for you to leave the lease early. You have the right to sublet your unit or break your lease under WI law. We recommend you break your lease by re-renting it yourself. This is often the fastest way to find a new tenant and end your responsibility to the lease.**

Here are some tips we recommend you follow to re-rent your unit:

- Come and speak to the office staff so they are aware of your situation.
- Place ads for your apartment and have people call you directly. List your unit at current pricing approved by management and advertise any specials we are offering at that time. (Try posting on Craigslist, Post-a-roo, and/or your local paper)
- Show the apartment yourself.
- Give interested people applications (pick some up from the office or go to our website and print them off. [www.castlebergcommunities.com](http://www.castlebergcommunities.com) )
- Keep names and phone numbers of interested tenants so you can follow up with them.
- Have completed applications delivered to you and bring it to management so they know the application is for your unit.

Once an application from your new tenant has been approved, by the office staff, you will want to get your unit ready for the new tenant's move-in.

- Set a move-out date with management
- Get a cleaning checklist-and possible charge list from management
- Make ready the unit for new residents
- Clean the unit thoroughly to avoid charges
- Get touch-up paint from management

If you break your lease without doing these steps we will do our best to rent your unit but you will be responsible for the units rent until a new tenant signs a lease and moves in. After that you will no longer be responsible for the apartment, unlike in a sublet.

**Please note: if your current lease included a move-in special and/or concession you will be expected to pay it back as stated in your lease.** You will also be charged for any damages to the unit above normal wear-and-tear.

If you choose to sublet most of the items above still apply and you will still be responsible, in part or in full, for the unit.