

LEASE ASSIGNMENT PROCEDURES AND GUIDELINES
 (Read carefully before signing the Notice of Intent to Assign)

PRELIMINARY PROCEDURES:

- All tenants considering an assignment of their unit must call the office prior to submitting assignment forms.
- The Notice of Intent to Assign and the Procedures must also be signed by any co-signers to the lease.
- The non refundable Assignment Fee of \$75.00 must be paid.

YOUR RESPONSIBILITIES:

You are responsible to pay rent, utilities and maintain your unit until an approved applicant signs an Assignment Agreement and Tenancy Agreement for your suite.

- You are responsible to find a suitable tenant to take over your Lease, by advertising and showing your unit to prospective tenants.
- Our Resident Managers are not responsible for showing your unit.
- Do not put the Resident Manager's phone number on your advertisements or place "For Rent" signs on the building.

APPLICATION PROCESS:

- The office will provide you with Application Forms to give to applicants.
- Please refer to the application instruction sheet regarding application requirements. Refer applicants to the Resident Manager if they have questions.
- **Applications must be completed in full and submitted to our Resident Manager by the Applicants, in person, along with their Security Deposit.** Do not take the application. Do not send applicants to the main office.
- Note that your Security Deposit is not transferable and may not be left with the unit.

APPROVAL PROCESS:

- Our office will endeavour to process these applications speedily. However, it may take several days to verify the information submitted.
- Keep showing your unit until you have been notified by us that an applicant has been approved.

CONDITIONAL APPROVAL:

- **Our consent to the assignment is conditional upon::**

- a/ the approved applicant signing the Tenancy Agreement.
- b/ the new tenants and the current tenants signing the Assignment Agreement.

You will NOT be released from your obligations under your own Tenancy Agreement until the above has been completed.

MID-MONTH ASSIGNMENT

- Current tenants must pay the full rent amount on the first of the month.
- If rented mid-month the current tenant will be credited the proportionate share of rent for the period of the assignment; generally refunded with the Security Deposit.

LAST THREE MONTHS OF YOUR TENANCY AGREEMENT:

- Our office has the right refuse to allow an assignment of the last three months of a Tenancy Agreement.
- We may accept an assignment within the last three months, if the applicant tenant agrees to rent the unit for the 12 month period beyond the expiry date, at the applicable rental rate.

LAST TWO MONTHS OF YOUR TENANCY AGREEMENT:

If you have not found a suitable new tenant 60 days prior to the expiry date of your existing Tenancy Agreement, our office has the right to find a new tenant to take possession of your unit on the expiry date of your current Tenancy Agreement.

COMPLIANCE WITH THE RESIDENTIAL TENANCIES ACT:

The above procedures comply with the provisions of the Residential Tenancies Act and the Guidelines of the Residential Tenancies Branch.

COVID 19-ASSIGNMENT PROTOCOL

- All persons entering the building must wear a mask. Signs are posted at all entrances of each building.
- Wear a mask while showing the unit and the building.
- Inform anyone coming to see your unit that they must wear a mask in all common areas of the building and in your suite. This applies to hallways and laundry rooms.
- Limit the number of people in your unit to one person other than yourself. Only those that will be added to lease should view the suite (applicants should not bring friends with them).
- Maintain social distancing during the showing. Including hallways and laundry rooms.
- Ask potential applicants to refrain from touching anything in your unit.
- Advise potential applicants to re-schedule if not feeling well.
- You may want to leave a couple of applications on your kitchen counter and applicants can each take one. This would limit your contact with applicants.
- To protect yourself you may want to wipe down any surface that may have been touched by applicants.
- You may be asked to show your unit virtually by emailing applicants a video and or via photos only due to the Government of Manitoba's Covid 19 – Code Red Regulations. (You will be responsible for making the video/taking all photos). Do not include any personal items in your video or pictures. Please be prepared to have a video and or pictures ready for those applicants who may not be comfortable seeing your unit in person.
- You may download pictures from Royal Realty's web site: royalrealty.ca to post on your ad.

**Subject to change

ROYAL REALTY Services Ltd.

1181 Pembina Highway
Winnipeg, Manitoba R3T 2A5
Phone Number: (204)284-4000

NOTICE OF INTENT TO ASSIGN

Please be advised that I/we _____

hereby give you notice that I/we wish to assign our Tenancy Agreement for the premises at

(Your current address)

as of _____

(State the Date for new tenant(s) to take over the lease)

ACKNOWLEDGEMENTS:

a/ All Tenants named in the Tenancy Agreement must attend to our office to sign this form; and

b/ The Tenants acknowledge having received the attached Lease Assignment Procedures Form prior to executing this Notice. The Tenants hereby confirm that they understand their responsibilities in undertaking this Assignment.

Reason for assigning: _____

Forwarding Address: _____

(Address to send your Security Deposit)

Tenant Phone number for rental inquiries/advertisement _____

Does the Resident Manager have permission to show your unit? _____

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Co-Signer Signature

Co-Signer Signature

Note: Royal Realty Services Ltd. will not agree to this Intent to Assign unless all tenants have signed above.

OFFICE USE ONLY

Acknowledgement of Intent to Assign _____

Copy given to tenant on: _____, by _____.

Resident Manager Notified: _____ Tenant code-c UDF-A/Date Charges M/O Unit Code-c