



## VIONELL HOLDINGS PARTNERSHIP

Unit A - 1340 10<sup>th</sup> Street, Brandon, MB, R7A 6Z3

Phone: 204.726.1681 Fax: 204.726.1811

[vhproperties.ca](http://vhproperties.ca)

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### **ASSIGNMENT OF A RENTAL UNIT**

**YOU CANNOT ASSIGN YOUR UNIT IF YOU ARE NOT PAID UP ON YOUR RENT OR IN ARREARS.**

- A tenant gives all obligations and rights under a tenancy agreement to another person. In an assignment, the original tenant will not return to the rental unit, giving up all right to occupy the rental unit for the rest of the tenancy agreement.
- An assignment is not valid unless the landlord gives written consent. The landlord cannot refuse to give consent unless they have a valid reason.
- The tenant is responsible to find a person to move into their rental unit on an assignment. The tenant is responsible to arrange and pay for advertising their rental unit for an assignment (when required).

\*\* Due to recent advertising scams for rental units, we ask that you do not use our property pictures for your advertising. Please take your own pictures to advertise your unit assignment. \*\*

*Terms used in this document:*

*Assignor – Original/outgoing tenant*

*Assignee – Incoming/new tenant that is taking over the lease*

### **ASSIGNMENT PROCESS**

1. The tenant is required to first give proper written notice to vacate their suite (as indicated under your tenancy agreement. Please use your lease end date as the final date in your notice even though you plan to vacate the unit prior to your original lease end date).
2. The outgoing tenant is required to complete and sign an Assignment Request Form, listing the name(s) of the person(s) they are requesting to assign the unit to.
3. The requested assignee (incoming tenant) will complete an Application for Tenancy and sign the Assignment Request Form.
4. Once the Assignees (incoming tenant) application is approved by the Property Manager, the assignee will be required to pay the security deposit and pet deposit (if required). Security Deposit must be received within 2 business days of approval.
5. Once the deposit (s) are received (in full), an appointment will be scheduled to meet with both the Assignor(s) and Assignee(s) to finalize the Assignment paperwork.
6. The keys for the unit will be transferred between Assignor(s) and Assignee(s). The Assignor is expected to turn the suite over to the Assignee in good, clean condition. The Landlord does not check the suite between occupancies.
7. The Assignor's security deposit will be refunded with interest, minus the \$75.00 assignment fee.
8. Utility readings will be completed by the landlord and changed into the Assignee's name on the first of the month.