



Procedure: Transfer/Assignment of Lease

The transfer/assignment of the lease is a procedure that releases the tenant (assignor) from his or her lease and obligations. It is the responsibility of the assignor to find a replacement tenant (assignee). When a potential tenant shows interest, he or she must provide his or her information to MSI using a Rental Application (form available on the website www.msimmobiliers.com).

The Rental Application is transferred to a rental agent who proceeds to conduct a credit check of the potential tenant.

- A rental agent contacts the current tenant of the dwelling to inform him or her of the results of the credit check.
- Once the potential tenant passes the credit check, a meeting is set up with the assignor and the assignee.

**** All must be present for the signing of the rent assignment ****

-Complete assignment: (All current tenants are transferring the lease) A fixed fee of \$100 is applicable and a fee of \$25 applies for each credit check carried out.

-Partial assignment: (a co-tenant in a joint tenancy is transferring the lease)

A fixed fee of \$50 is applicable. ***All co-tenants remaining on the lease must provide a signed document stating that they accept the partial lease assignment***

In a lease assignment, the new tenants take over the apartment as is. MSI Gestion Immobilière is not responsible for the terms of exchange. MSI is not responsible for the transfer of keys between the new tenant and the assignor.