

TRANSFER OF LEASE RIGHTS

1. EXISTING TENANT
The existing Tenant is **FIRST M. LAST, FIRST M. LAST, FIRST M. LAST & FIRST M. LAST.**
2. NEW TENANT
The new Tenant is **FIRST M. LAST, FIRST M. LAST, FIRST M. LAST & FIRST M. LAST.**
3. LANDLORD
The Landlord is Epling Estates. The Landlord's address is 4300 Lynn Road, Suite 201, Ravenna, OH 44266. The Landlord's phone number is (330) 325-5000.
4. PROPERTY
The property is **123 STREET, TOWN, OH 45678.**
4. DATE
The date today is **01/01/2001.**
5. AGREEMENT
The existing Tenant agrees to grant all rights to the property listed above including the security deposit to the new Tenant. The new Tenant agrees to accept the property in "as-is" condition and be bound by the terms of the existing Tenant's lease. The new Tenant will be held responsible for any damages that are the responsibility of the existing Tenant even if the amount of these damages exceeds the security deposit.
6. EFFECTIVE DATE
The date this transfer will take effect is **01/01/2001.**
7. EXISTING TENANT SIGNATURE

FIRST M. LAST

FIRST M. LAST

FIRST M. LAST

FIRST M. LAST

8. NEW TENANT SIGNATURE

FIRST M. LAST

FIRST M. LAST

FIRST M. LAST

FIRST M. LAST

9. LANDLORD SIGNATURE

**EPLING ESTATES
BY JONATHAN M. EPLING
ITS OWNER**

10. FOR OFFICE USE

- ☐ Update name for Windows' file folder
- ☐ Update data in "Contacts" tab in "Job Information" section in QuickBooks
- ☐ Update "Job Name" textbox in "Edit Job" window in QuickBooks
- ☐ Update data in "Address Info" tab in "Edit Job" window in QuickBooks (e.g. Mobile, Main Email, Invoice/Bill To, etc.)