



*A great place to live.*

**South Chatham Village**

*Operated by the Christian Senior  
Citizen Home of Chatham*

## **INTERNAL LEASE TERMINATION PROCEDURES**

June 1, 2010

### **INTERNAL POLICIES AND PRACTICES:**

#### **Re: Terminating a Lease**

---

Effective June 1, 2010, the common practice of our office staff is that when a tenant advises us that he/she will be moving out and terminating the lease, a signed letter to that effect must be presented.

Likewise, if a tenant is incapacitated, a member of the tenant's immediate family or friend may act on the tenant's behalf providing this person has a legal and notarized "**Power of Attorney**" to carryout such duties.

Original Letter for terminating the lease and Power of Attorney must be filed in the tenants file.

The Secretary/Treasurer of the Christian Senior Citizen Home of Chatham may provide the tenant or family member with a sample letter or a template for terminating the lease.

Adopted June 1, 2010  
Christian Senior Citizen Home of Chatham

97-40 Elm Street  
Chatham, ON. Canada N7M 6A5  
(519) 352-0053 phone  
(519) 352-1241 fax  
[www.scvillage.net](http://www.scvillage.net) web site  
[office@scvillage.net](mailto:office@scvillage.net) email