

With the above items, you can obtain an accountable advance from SBM (Geographic Service Section) to cover the penalty charges. You should then pay the landlord, obtain a receipt and submit it under an Expense Claim Form to SBM (Geographic Service Section) before your departure.

**Hint** — If you are being charged a sublet fee in lieu of charges for cancellation of your lease, this cost may be claimed under FSD 15.27. If your landlord insists that you fulfil the terms of tenancy and this exceeds three months, you should arrange personally to sublet your accommodation. The Landlord and Tenants Act provides for this and your landlord cannot refuse to allow a tenant to sublet.

### Leased Accommodation — Part month rent

If you have paid your last month's rent and your departure date for the mission occurs during this period, you may be entitled to reimbursement of a portion of this rental cost. To claim a refund proceed as follows:

1. Provide a receipt from landlord as proof of payment.
2. Divide the number of days in the month of departure into the total monthly rental to obtain the daily rental rate.
3. Total the number of days left in the month from the date of moving into temporary accommodation.
4. If you take any vacation leave en route to the mission (departure Ottawa/arrival mission) deduct these days from the total number of days shown in (3).
5. Calculate the refund by multiplying the daily rental rate by the number of days shown by (3) and (4).
6. Enter the calculations on the travel expense claim form, together with the receipt for cost of any penalty payment made to the landlord by breaking the lease.

### SAMPLE LETTER TO LANDLORD

OTTAWA, Ontario

Dear Sir/Madam:

Please be informed that I have been posted by my employer, the Department of Foreign Affairs and International Trade Canada, and propose to vacate my apartment at \_\_\_\_\_ on \_\_\_\_\_.

May I be informed, in writing, that this notice is acceptable to your firm, and if not, may I be informed of any penalty charges I may be obliged to pay to secure release from all financial obligations as they pertain to this lease.

Your records will reveal that I have made payment of one month's rent in advance and this payment together with that for the month of \_\_\_\_\_ and the month of \_\_\_\_\_, I arrive at a total amount which is in agreement with the clauses stipulated in the lease.

Yours sincerely,