ROOMMATE CHANGE REQUEST FORM

There can be four different situations in roommate changes as outlined below. Circle the letter that applies:

A. Present tenant(s) moves out
New tenant(s) moves in

B. Present tenant(s) remains
New tenant(s) moves in

C. New tenant(s) moves in
Present tenant(s) moves out
Present tenant(s) remains

D. Present tenant(s) moves out
Present tenant(s) remains

In all of the above situations involving new tenant(s), the **new tenant(s) are required to complete the Roommate Change Residency Application attached to this form.**
Once this application is completely filled out and signed, give it to the receptionist along with the $25.00 application fee and the $25.00 processing fee in two separate checks.
You may call our office twenty-four hours later to see if the application was approved. If approved, all tenants involved in the roommate change must sign the "Addendum to the Lease" document. Call our office to set up an appointment to do so. If all signatures are not obtained, the new tenants cannot move in and the original lease will remain in effect. If the request is declined the original lease will remain in effect until another Roommate Change Request is submitted, approved, and signed by all tenants.

In all the above situations, the SECURITY DEPOSIT MONEY shall not be refunded until the lease has been properly terminated and the dwelling has been vacated. At such time, the landlord will issue one check in the name(s) of all current tenants.

NEW TENANT IS RESPONSIBLE FOR PUTTING THE UTILITIES IN THEIR NAME.

Address:_____

Phone Number:_____

Name of **VACATING ROOMMATE(S)**:_____

_____

Name of **REMAINING ROOMMATE(S)**:_____

_____

Name of **NEW ROOMMATE(S)**:_____

_____

THIS IS NOT THE ADDENDUM TO THE LEASE! This is a request for a Roommate Change. All tenants involved in the roommate change **MUST** come back to sign the Addendum to the Lease if approved.