

**ROOMMATE CHANGE FORM**

**THIS FORM MUST BE SIGNED BY ALL PARTIES IN OUR OFFICE BEFORE ANY CHANGES WILL TAKE EFFECT.**

ADDRESS \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

WE REQUEST THAT \_\_\_\_\_, BE ADDED ON TO OUR RENTAL AGREEMENT. WE ALSO GIVE OUR APPROVAL THAT , \_\_\_\_\_

\_\_\_\_\_ BE DELETED FROM THE RENTAL AGREEMENT. Tenants will determine among themselves the disposition of the security deposit, and rent that has been made to the Landlord, prior to signing.

**TERMINATING TENANT:** Tenants understand and agree that the Landlord shall not be liable for refunding any security to the terminating tenant on an existing lease, once this form is signed, the terminating tenant has forfeited his deposit to the new tenant.

X \_\_\_\_\_ I agree that I have been compensated for my deposit and CSREM is not responsible to refund any amount back to me.

**CURRENT TENANTS** are aware that if they terminate a roommate and they do not add on a new roommate they are still responsible for full payment of the rent and any damage caused by that roommate. It will be the responsibility of the tenants to inform all cosigners of this change.

**NEW TENANTS:** New tenants signing onto this lease are aware that they are taking on any outstanding debt and/or damage caused by the residents. If you agree to, and sign this form, you are accepting any and all damage caused by previous tenants. It is your responsibility to ask and request a copy of any and all outstanding debt on the unit you are signing onto. When you move out, you will be responsible for not only your damage, but all of the damage caused by previous tenants from the original conception of the lease. **IF YOU FEEL THAT THE DEPOSIT ON THE UNIT DOES NOT COVER THE AMOUNT OF DAMAGE DONE TO THE PROPERTY AT THE TIME THAT YOU ARE SIGNING ON, THEN DO NOT SIGN.** The Deposit on the account will transfer to your name/All parties on the lease, once this paperwork has been signed in full. How you choose to deal with the tenant vacating the property is up to you. If you choose to pay them a deposit, **MAKE SURE** that you have taken into consideration the damage that has been done to the property, as you will be held accountable for that damage when the unit is vacated. You have also agreed, prior to signing this agreement that you have received all keys to the unit. By signing I agree that I have read the entire original lease and renewal lease, including page 3 that details my responsibility as a roommate take over. **I also agree that I have made my cosigners aware of all the terms of this roommate takeover.**

**ALL PARTIES HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS!!!!!!**

CURRENT TENANTS NAMES (Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW TENANTS NAMES (Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant requests to be deleted from the rental agreement with the approval of the roommates. Tenant understands that they must work out rent and deposit with my roommates because **TENANTS WILL NOT RECEIVE ANY DEPOSIT OR REFUND FROM THE LANDLORD.**, or at the termination of the lease.. I also understand that I, and (co-signer) will be responsible for any outstanding balances to the lease at the time the unit is vacated, and will still be held responsible for previous balances unless a release form is given.

TERMINATING TENANTS NAMES (Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MANAGEMENT \_\_\_\_\_

Mgmt. reserves the right to refuse any roommate change request. All parties named on this change form must sign before this change is valid. Form is to be signed in our office with all parties present.