

# Permanent Roommate Change Request Form

*Some - but not all – Lessees will permanently vacate the unit*

Vacating Lessee(s): \_\_\_\_\_

Remaining Lessee(s): \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Current Rent: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Have you found a replacement tenant?      Yes      No  
  If so, Name(s): \_\_\_\_\_

***This form must be completed by all original Lessees (NOT new lessees). All Lessees who are remaining in the unit must be willing to reside with replacement Lessee until the end of the lease. Therefore, it is in your best interest if all Lessees search for a roommate replacement that everyone can agree upon. Management will not get involved. All Lessees are financially responsible for monthly rent payments.***

All Lessees are responsible for monthly rental payments until a replacement Lessee's application has been approved by management. Lessee(s) must find own replacement tenants and will only be released from the original terms of the existing lease agreement when the following terms have been satisfied:

1. Each applicant must complete an apartment application, which must be approved by Lessor/Management (applications can be found on website);
2. Each applicant must pay a \$50.00 application fee (cash, check or money order made payable to Glascott & Associates) at the time of application;
3. Each Lessee must pay a \$300.00 move in fee, in lieu of a security deposit. This is NOT a sublet fee; it is the standard move in fee charged to each adult, regardless of length of occupancy. This fee is nonrefundable and non-negotiable.
4. All parties (including Cosigners, if applicable) must sign a Transfer of Lease Agreement, which will be provided by management.

Lessee(s) must advertise at their own cost and assume responsibility for showing the apartment to prospective sublessees.

If Lessee opts to retain the services of a leasing agent/agency, Lessee is solely responsible for payment of the commission, in addition to the monthly rental amount. Lessee shall be contacted directly by prospective tenants to view the apartment. Lessee must advertise the ORIGINAL terms of the lease, with regards to monthly rental amount and lease termination date.

Lessee(s) are responsible for leaving the unit in move-in condition for the replacement Lessee, meaning all items are removed and the unit is thoroughly cleaned according to a move out checklist which will be provided by management. Lessee is also responsible for facilitating the move-in and must personally give all keys (including mail keys) to replacement Lessee. Management will not get involved in any disputes between Original Lessees and Replacement Lessees.

By their signatures below, Lessee(s) agree to the terms set forth in this form.

\_\_\_\_\_  
Vacating Lessee                                      Date                                      Vacating Lessee                                      Date

\_\_\_\_\_  
Remaining Lessee                                      Date                                      Remaining Lessee                                      Date