

Roommate Change Request Form – Temporary Roommate

Lessee(s) will TEMPORARILY vacate the unit

Vacating Lessee(s): _____

Remaining Lessee(s): _____

Address: _____ Unit: _____

Vacating Start Date: _____ End Date: _____

Have you found a replacement tenant? Yes No
If so, Name: _____

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 temporary replacement Lessee. 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 and all provisions of the lease.

Temporary Lessees are not required to complete an application or pay a move-in fee (unless the tenancy becomes permanent at a later date). Temporary Lessees must complete the attached Contact Card, in case of any emergencies.

1. Original Lessee(s) must continue to pay the monthly rent directly to Management. Management will not accept rent payments from Temporary Lessee.
2. Temporary Lessees may not place maintenance requests *unless they are the only Lessees on lease*;
3. Management strongly encourages the preparation of a formal agreement between Original Lessees and Temporary Lessees;
4. The Temporary Lessee must abide by the conditions set for in the Lease and all riders while they reside on premises. Original Lessee will be held responsible for any damages and lease violations.

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

Remaining Lessee Date

Vacating Lessee Date

Remaining Lessee Date

Name: _____

Email: _____

Cell #: _____

Address: _____

Unit #: _____

Emergency Contact Information (Required)

Name: _____

Cell #: _____

Relation: _____

This form is only required for Temporary Replacement Lessees, and must be given to management at least 15 days before the move-in date.

Original Lessees are responsible for all monthly rental payments. Lessor will not accept rental payments from Temporary Tenants.

Temporary Tenants must abide by all rules and regulations set forth in the Lease, including all Riders and Addendums. Original Lessees are completely responsible for all cleaning and key turnovers. Management will NOT get involved but strongly encourages the preparation of a formal agreement between Original Lessees and Temporary Lessees, should any issues arise.

Original Lessees must submit all maintenance requests. Temporary Lessees may only be permitted to submit maintenance requests if they are the only Lessee on the lease or in the event of an emergency.

Maintenance requests must be submitted online at <https://glascottrealty.com/request-maintenance/>

The emergency number is 773-991-6665 (frozen/broken pipes, floods or fires only! An online request must also be submitted)

The office number is 773-281-0701 (extension "0"), for questions only. Do NOT leave a maintenance request via voicemail.