



## **Roommate Change Instructions**

- 1. All amounts owed for the property must be paid in full before any roommate change can occur. Since the new roommate is assuming all responsibility, old balances must be cleared up before the new roommate will be approved.**
- 2. The new roommate must complete a Rental Application and pay the \$150.00 roommate change fee. This fee may be paid by cash, money order or bank check only. If the new roommate is not approved through our Background Screening process, \$120.00 of the roommate change fee will be refunded.**
- 3. The new roommate should review a copy of the Lease prior to signing the Roommate Change Form. This should be made available by the departing tenant.**
- 4. The new roommate must pay the departing tenant their portion of the security deposit.**
- 5. The new roommate can move in as soon as all items have been completed and the Roommate Change Form has been approved.**
- 6. It is the departing roommate's responsibility to make sure all paperwork has been completed.**