ADDENDUM: ROOMMATE REPLACEMENT FORM

We, the undersigned, agree to relinquish _____ (*Person Coming Off Lease*) from their contractual lease obligations at _____ apartments, unit number _____ and have _____ (*Person Taking Place of Original Resident*) absorb the contractual lease obligation for the person coming off the lease. The desired date for this change stated above will start on _____ (*Month*) _____ (*Date*), _____ (*Year*).

The addendum has the following rules/stipulations:

I. The undersigned acknowledge and understand that Nevins Real Estate Management has the right to deny the requested agreement based on qualification requirements for the unit.

II. The undersigned acknowledge and understand that the person coming off the lease must be at a zero balance prior to our staff processing the paperwork. If a balance is owed, including the fee associated with a roommate replacement, we ***WILL NOT*** proceed with the request.

III. The undersigned acknowledge and understand that, if approved, ***NO*** portion of the security deposit will be returned to the resident being released from the rental contract. At the end of the lease contract, the security deposit will be returned in equal shares to the original resident(s) and the person taking the spot of the original resident.

IV. The undersigned acknowledge and understand that if the lease contract has taken effect prior to the date specified above, Nevins Real Estate Management will not perform an inspection of the unit. The resident(s) allowing their current roommate to be released and the resident absorbing the contractual obligation for the original resident understand that they will take on all responsibilities for damages to the unit that may have happened prior to this addendum taking effect. In addition to damages in the unit, the residents becoming financially liable for the lease contract will also be responsible for ensuring all the cleaning requirements are met at the end of the lease contract.

V. The undersigned acknowledge and understand that this is a joint and several contract. By all parties signing this addendum, everyone understands that, if approved, the person being released will have no contractual obligation to the lease contract. The financial burden will fall onto the resident(s) staying on the lease and the person taking over the spot of the original resident.

VI. When the "Roommate Replacement Form" and new amended lease is returned to the office the paperwork will be processed in a timely manner. If all paperwork is approved, the billing for the accounts will be adjusted for the 1st of the following month. NOTE: BILLING IS NOT BACK DATED FOR PREVIOUS MONTHS THAT HAVE ALREADY BILLED IN THE SYSTEM.

A signature below shows acknowledgement that you have read, fully understand, and approve to the terms of the *Addendum - Roommate Replacement Form*. <u>The only way for this alteration to the original contract to take effect is if the paperwork is properly submitted and ***APPROVED*** by Nevins Real Estate Management</u>.

Sign and Date Below (Current Residents and Individual Taking Place of Original Tenant)

_____	_____	_____
Print	Signature	Date
_____	_____	_____
Print	Signature	Date
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