



Roommate Change Process

Need to swap out / add / remove a roommate? Please follow the steps below!

- Interested party(s) needs to apply by going to our website www.youlerealty.com -> Availability -> 3307 S College Ave listing -> Apply Now
- The interested party needs to submit their application and be approved (\$40 application fee)
- After they're approved, we will add the \$250 roommate change fee to the property ledger to be paid as soon as possible
- We will email the Roommate Change paperwork to EVERYONE involved, including remaining tenant(s), outgoing tenant(s), incoming tenant(s), and ALL cosigners, to review and sign electronically.
- The roommate change is complete when the fee is paid AND the paperwork is signed by all parties, including Youle Realty.
- **Please note, Youle Realty does NOT release any security deposit or complete a property inspection with roommate changes. Typically the incoming roommate pays the outgoing roommate their portion of the deposit but this is entirely up to the tenants to agree upon, arrange and coordinate. **Please note, carpet cleaning costs (if applicable), cleaning costs (if additional cleaning is needed after move out) and any repair costs for damage beyond normal wear and tear are taken out of the deposit after the lease is terminated. Any deposit refund will be divided equally and distributed to the tenants who are on the lease when it ends.
- To simply remove a roommate, all tenants and cosigners would have to agree by signing the Roommate Change paperwork.

Questions? Email us at admin@youlerealty.com or call our office at 970-204-1139.