

Roommate Deletion Policy:

- If any one tenant gives notice to leave, the default rule is:
everyone on the lease must move out on that same date.
- Removing just one roommate is not guaranteed—it's an exception, not a right.

When a roommate can be removed (exception)

You may be allowed to stay while one roommate leaves only if ALL of these happen:

1. Written request submitted
Must include the departing tenant's full name and move-out date.
2. Everyone agrees
All tenants must sign a roommate deletion form.
3. No money owed
Your account balance must be \$0.
4. Unit condition is good
The annual inspection must be satisfactory.
5. Manager approval required
The property manager must approve it in writing.
6. Remaining tenants must re-qualify
Anyone staying must show proof of income within 7 days
You must meet the property's rental criteria on your own (or with remaining roommates)
7. Lease gets updated
If approved, everyone signs a new or updated lease.

If you don't qualify

If the remaining tenants don't meet income/criteria, then:

- Option 1: Everyone gives 30-day notice and moves out
- Option 2: Everyone stays on the lease as-is until it ends (including the person who wanted to leave)

Key Reminders:

- Your lease is jointly binding—you're all treated as one unit.
- One person leaving can trigger everyone needing to leave unless the landlord agrees otherwise.

Roommate Addition Policy

- Adding a new roommate during a lease is **not guaranteed**.
- Approval is required, and all lease terms must still be met by the full household.

When a roommate can be added

A new roommate may be added only if ALL of the following conditions are met:

1. Written request submitted
Must include the full name, email, and phone number of the person who wants to be added.
2. No money owed
The account balance must be \$0.
3. Unit condition is good
The annual inspection for the current year must be satisfactory.
4. Manager approval required
The property manager must approve the addition in writing.
5. Everyone agrees
All current tenants must sign a roommate addition form allowing the new person to apply.
6. Income verification required
All tenants in the unit must provide proof of income.
7. Application and screening
The new roommate must complete an application using the provided link and pay the required screening fee through Rental Screening Services.
8. Lease gets updated
If approved, the property management company will countersign the addition form, and all parties must sign an updated lease with the new tenant's information.

Important note

- If a current roommate plans to move out, refer to the **Roommate Deletion Policy**.