

Roommate 30 Day/Deletion Policy for Fixed Term Agreement-

Roommate Deletions are not guaranteed and are subject to a \$75 per person administrative fee.

If at any time during a tenancy, one or more tenants gives notice, all tenants must vacate on the designated move out date. Please see section 21 of your lease.

Exceptions to this policy will only be granted under the following conditions:

1. Roommate deletion requests must be put in writing to include full name of departing tenant and the date they wish to be removed from the lease.
2. All tenants must sign the roommate deletion form that is sent via email.
3. The balance on the account must be at \$0.
4. Annual inspection for current year must be in good condition.
5. The property manager must give written approval for any roommate deletions to be processed.
6. Administrative fee of \$75 must be paid.
7. Any tenant(s) that does not wish to vacate must provide proof of income to Principle Property Management within 7 days of receiving the move out notice and qualify to remain on the lease as per our rental criteria.
8. Upon requalification with approval, all parties must sign an update lease agreement reflecting any changes.
9. If requalification does not meet criteria, tenants may provide PPM with a 30 day notice to vacate or tenants may elect to all remain on the lease for the duration.

Roommate Addition Policy -

Roommate Additions are not guaranteed and are subject to a \$75 per person administrative fee.

If at any time during a tenancy a new roommate would like to be added to the lease the following terms must be met:

1. Roommate addition requests must be put in writing to include full name, email, and phone number for person(s) that wish to be added to the lease.
2. The balance on the account must be at \$0.
3. Annual inspection for current year must be in good condition.
4. The property manager must give written approval for any roommate additions to be processed.
5. Administrative fee of \$75 must be paid.
6. All parties must sign a roommate addition form allowing the additional person(s) to submit an application and be processed.
7. All tenants in the unit must provide proof of income to property manager.
8. Roommate that would like to be added has to apply with the link that will be sent to them and pay the \$50 screening fee through Pacific Screening.
9. Upon approval of the roommate addition, PM company will countersign and approve the roommate addition form. All parties will need to sign an updated lease reflecting all tenant's information accurately.

If a roommate will be moving out, please see Roommate Deletion Policy.