

## Roommate Change Request Packet

*If you would like to request a roommate change, please read the following instructions and submit this packet to Sonoma Marin Property Management along with a complete application for any incoming tenants and co-signers.*

### Instructions

Step 1- Submit this packet to Sonoma Marin Property Management. A rental application is required to be completed and approved by Sonoma Marin Property Management by each incoming tenant(s) and cosigner(s).

Step 2 – Request is approved by Sonoma Marin. **You will be charged a processing fee of \$250.00 for this change.**

Step 3 – Once any application(s) are approved and the fee is paid, a Change of Occupancy Addendum and a copy of the current lease will be sent for electronic signature to all parties involved.

### Other Important Information Regarding Roommate Changes:

1. All parties must sign for the change to be effective
2. Vacating Tenant(s) and Cosigner(s) will be released from all obligations under the current lease agreement.
3. Incoming Tenant(s) and Cosigner(s) must submit an application with Sonoma Marin Properties before they can be approved to be added to the lease. Sonoma Marin Properties' receipt of this Roommate Change Form does not constitute receipt or approval of applications.
4. No refund of the Security Deposit will be made and no itemized disposition/accounting for the deposit will be provided until after all residents have vacated the premises. Vacating and incoming tenants may make arrangements among themselves with respect to the deposit.
5. Any unpaid balances must be paid prior to any changes of occupancy taking place.
6. A fee of \$250.00 will be charged for changes in occupancy to the lease. Change of Occupancy documents will not be sent until this fee is paid.

Sincerely,

The Sonoma Marin Team

(707) 583-7775

5680 State Farm Dr., Ste. 106F

Rohnert Park, CA 94928

SonomaMarinRealtyGroup.com

[SonomaMarinProperties@gmail.com](mailto:SonomaMarinProperties@gmail.com)



# Notice of Resident(s) Intent to Vacate

To: **Sonoma Marin Property Management, Inc.**

This notice is for the following Property:

\_\_\_\_\_ (Property Address)

You are hereby given notice that the following Resident(s) and Co-Signer(s) intend to terminate their tenancy at the Property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Resident(s) Termination of Tenancy: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Residents' reason for terminating the rental agreement: (optional)

\_\_\_\_\_

Resident and Co-Signer Signature(s):

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

# Sonoma Marin Property Management Lease Renewal Requested Tenant Roster (4/20)

This form is used when one tenant on the lease is exchanging their place for a new tenant for a lease renewal. Approval of Roommate Changes is still dependent on approval of the property owner.

PROPERTY ADDRESS: \_\_\_\_\_

## **Tenant(s) and Cosigner(s) Requesting to be Released**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **Tenant(s) and Cosigner(s) Requesting to Remain**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **Tenant(s) and Cosigner(s) Requesting to be Added**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____