



Residential \* Commercial \* Lt. Industrial

## Humboldt Property Management

(A division of Humboldt Realty, Corp)

954 H Street  
Arcata, CA 95521 U.S.A.  
Main Office: (707) 825-1515  
Fax: (707) 825-1558  
Email: [info@HumboldtRentals.com](mailto:info@HumboldtRentals.com)  
DRE#01226140

### Instructions for a lease changeout

Depending on the situation there are different steps you must take, if:

A. Someone is moving in but no one is moving out:

1. Have your proposed roommate submit an application to the listing on our website ([humboldtrentals.com](http://humboldtrentals.com)) titled "Use For Tenant Replacement Applications".
2. Send an email to [info@humboldtrentals.com](mailto:info@humboldtrentals.com) stating your name and where you live, as well as the name of the person you would like to move in.
3. Wait for us to process the application and inform you of our decision.
  - i. If your proposed roommate is not approved, they will not be added to the lease. This is non-negotiable, if they move into the unit without approval it is a violation of the lease the original tenant signed.
4. If the change out is approved, we will send out an addendum through email. The addendum comes to your party one at a time and must be signed within 3 days of sending, if it expires we will resend it however the addendum fee of \$75 will be doubled.
5. Once the addendum is fully signed the lease will be amended to add the tenant, a link will be sent to them so they have access to the online portal. Please note that the new tenant does not pay a deposit to Humboldt Property Management, any deposit disputes must be handled by the tenant. The new tenant also accepts the unit condition as is and accepts responsibility for the current condition.

B. Someone is moving out but no one is replacing them/moving in.

In order to release someone from the lease, you must first confirm that the roommate(s) remaining qualify. The ways to qualify for your unit are:

- i. The combined income of the roommate(s) remaining is at least 3x the rent of the unit.
- ii. There is a co-signer for the unit.

If one of these qualifications is met, follow these steps.

1. The tenant who is leaving must send in a Lease Change Request form, found on our website ([humboldtrentals.com](http://humboldtrentals.com)) under the forms section.
2. Fill out the information on the form, and have the roommate(s) remaining take a photo of their most recent pay stub. Send this information in one email to [info@humboldtrentals.com](mailto:info@humboldtrentals.com) with the name of those involved and where you live in the body of the email.
3. If the change out is approved, we will send out an addendum through email. The addendum comes to your party one at a time and must be signed within 3 days of sending, if it expires, we will resend it however the addendum fee of \$75 will be doubled.
4. Once the addendum is fully signed the lease will be amended to include the proposed tenant, a link will be sent to them so they have access to the online portal. Please note that the new tenant does not pay a deposit to Humboldt Property Management, any deposit disputes must be handled by the tenant/proposed tenant. The new tenant also accepts the unit condition as is and accepts responsibility for the current condition.

- C. Someone is moving out, **and** someone is moving in to replace them.
1. Have your proposed replacement tenant submit an application to the listing on our website ([humboldtrentals.com](http://humboldtrentals.com)) titled "Use For Tenant Replacement Applications".
  2. The tenant who is leaving must send in a Lease Change Request form, found on our website ([humboldtrentals.com](http://humboldtrentals.com)) under the forms section.
  3. Fill out the information on the form and have the roommate(s) remaining take a photo of their most recent pay stub. Send this information in one email to [info@humboldtrentals.com](mailto:info@humboldtrentals.com) with the name of those involved and where you live in the body of the email.
  4. Wait for us to process the application and inform you of our decision.
    - i. If your proposed roommate is approved, we will send over an addendum to be signed by all parties.
    - ii. If your proposed roommate is not approved, they will not be added to the lease. This is non-negotiable, if they move into the unit without approval it is violation of the lease the original tenant signed.
  5. If the change out is approved, we will send out an addendum through email. The addendum comes to your party one at a time and must be signed within 3 days of sending, if it expires, we will resend it however the addendum fee of \$75 will be doubled.
  6. Once the addendum is fully signed the lease will be amended to remove the tenant who is leaving, and to include the proposed tenant, a link will be sent to them so they have access to the online portal. Please note that the new tenant does not pay a deposit to Humboldt Property Management, any deposit disputes must be handled by the tenant/proposed tenant. The new tenant also accepts the unit condition as is and accepts responsibility for the current condition.

**Please note:** Change out processing times vary, there is no guarantee the change out will be completed within a certain amount of time. The earlier you submit your request the better. Addendums are sent out in the order that Lease Change Request forms are received and sent out as soon as possible. Until you are contacted or the addendum is sent out, it is still in line to be processed.

**Please make sure all the necessary documents (Pay stubs and/or applications) are sent within 30 days of form submission or the form will expire.**



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### LEASE CHANGE REQUEST

Please be advised that the undersigned requests to be released from tenancy at:

Street address(include unit):\_\_\_\_\_ Phone#:\_\_\_\_\_

Tenant name of person leaving:\_\_\_\_\_

Tenant name of person leaving:\_\_\_\_\_

Tenant name of person taking over(if any):\_\_\_\_\_

Tenant name of person taking over(if any):\_\_\_\_\_

Tenant name of person staying:\_\_\_\_\_

\_\_\_\_\_

#### **Read before submitting:**

1. Please be advised that submitting this request does not release you from any further obligation for future rents or damages to the unit. Once your request has been reviewed, and if approved, we will draw up a release addendum for you and your roommates to sign and there will be a \$75.00 addendum fee.
2. If your lease is over but roommates want to continue to live there, you are still responsible until your current roommates show proof that they qualify for the unit on their own, or there is a new roommate approved to take over. **Please attach the remaining roommates proof of income along with this form.**
3. The new roommate must apply on our website to the vacancy labeled "Use for Tenant Replacement"
4. When the new tenant is approved, there will be an addendum drawn up that everyone must sign within 3 days and pay a \$75.00 addendum fee in order to release you from any further obligation. If the addendum is not completed by all parties in 3 days the fee will be doubled.
5. No deposits are returned until the whole unit is vacated. If you are the only person leaving, you will need to collect your deposit from the tenants staying in the unit or the new person taking over for you.
6. If these instructions are not followed (pay stubs and applications of replacement tenants not turned in) within 30 days of submitting this form, the request will expire and no longer be processed.

Please sign and date that you have read and understand your obligation.

Sign:\_\_\_\_\_ Date:\_\_\_\_\_