

REQUEST FOR ROOMMATE ADDITION OR CHANGE

Today's Date: _____

Date of Change: _____

Address: _____

This is a ROOMMATE CHANGE for the above unit for the remainder of the lease term. New Tenant(s) have received a copy of the lease. Tenant acknowledges that, in processing requests for Tenant additions or changes, Landlord incurs costs and expenses, including, but not limited to: costs relating to processing applications, preparing documents, credit checks, and other costs and expenses. Accordingly, if Tenant wants to add or change a roommate, the proposed additional/different roommate shall be required to submit a rental application to Landlord, and the Tenant(s) requesting to add or change a roommate shall be required to submit a Request for Roommate Addition or Change Form and to pay to Landlord a nonrefundable Tenant Change/Addition Fee of \$50.00, which must be paid at the time of this request. Landlord and Tenant agree that the Tenant Change/Addition Fee represents a reasonable estimate of the costs Landlord would incur in processing requests for Tenant additions or changes.

New Tenant(s), Remaining Tenant(s), and Guarantor agree to be responsible for any damages caused by Outgoing Tenant(s). We agree to be jointly and severally responsible for all cleaning, repairs, and other responsibilities of this rental unit and agree to have the unit acceptable to Furman Property Management (FPM) standards when our lease expires and/or we vacate this unit. There will be no Move-Out Inspection at the time of this Roommate Change. There will be an inspection when all Tenants vacate the unit.

Tenants understand that Furman Property Management may or may not approve this request for the Roommate Change, depending on the credit worthiness of the Remaining Tenant(s) and/or the New Tenant(s) and other circumstances related to the tenancy.

Tenant's Name(s) remaining on the lease:

Signature(s):

Outgoing Tenant's Name(s):

Signature(s):

Outgoing Tenant: If you wish to terminate your **Automatic Payment Agreement** with FPM, please sign below to indicate termination. I request FPM to Terminate my Automatic Payment Agreement upon approval of this roommate change: _____

Termination Notification to be mailed to: _____

Name	Address	City, State	Zip
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New Tenant's Name(s):

Signature(s):

Guarantor's Name:

Signature:

The Security Deposit of \$ _____ is divided as follows:
(Please note: The Outgoing Tenant's Portion of the Security Deposit will always be \$0.00.)

Portion of Deposit	Print Tenant's Name	Signature
\$ _____ to _____	_____	_____
\$ _____ to _____	_____	_____
\$ _____ to _____	_____	_____
\$ _____ to _____	_____	_____

***** For Office Use Only *****

_____ Accepted _____ Rejected Date: _____ By FPM: _____