



## 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. **New Tenant(s) must complete Application(s)** and a **Non-Refundable \$50.00 Fee** must be paid at the time of this request.

New Tenant(s), Remaining Tenant(s) and Co-Signer 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  
 If no mailing address is given the Termination Notice will be mailed to the address of the rental receiving the Roommate Change.

New Tenant's Name(s): \_\_\_\_\_ Signature(s): \_\_\_\_\_  
 \_\_\_\_\_

Co-Signer'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: \_\_\_\_\_

Keys, etc. Given to Tenant(s): \_\_\_\_\_ Keys, etc. Given to FPM: \_\_\_\_\_