

## University Apartments Lease Change Request

An existing lease cannot simply be changed or altered. It must be terminated, and a new lease signed. This form must be completed by both individuals on the current lease.

**Current Tenants:**

First Name: _____	Last Name: _____
Student #: _____	Telephone: _____
Date: _____	Signature: _____

First Name: _____	Last Name: _____
Student #: _____	Telephone: _____
Date: _____	Signature: _____

**Information for the new lease:**

Name of tenant who will be remaining: \_\_\_\_\_

Date the new lease is to become effective: \_\_\_\_\_

**Person applying to be added to the lease:**

First Name: _____	Last Name: _____
Student #: _____	Telephone: _____
Email: _____	
Date: _____	Signature: _____

A new lease created at the request of existing tenants for the purpose of adding a new roommate will result in the unit being assigned on an “as is” basis. Cleaning and painting that normally takes place during a complete tenant turnover will **NOT** be carried out. The new tenant is strongly advised to inspect the unit before signing the lease, so that any damages can be charged to the vacating and returning tenant. Once the lease is signed the new tenants assume responsibility for the existing condition of the apartment, including damages or cleaning charges.

In order to complete the tenant change, existing tenants must sign an N11 (Agreement to Terminate a Tenancy Form), and the new tenants must sign a new lease.

THIS IS NOT A LEASE