



Application for Tenant Change

The Incoming tenant is *strongly* advised to inspect the unit before signing a lease to avoid potential damage fees. If this application is approved, a new termination lease must be signed by the new and remaining tenants.

Building: _____

Unit Number: _____

Current Tenants

Tenant 1

First Name: _____

Last Name: _____

Student #: _____

Telephone #: _____

Signature: _____

Date: _____

Tenant 2

First Name: _____

Last Name: _____

Student #: _____

Telephone #: _____

Signature: _____

Date: _____

Tenant Vacating

By signing below the tenant understands that their key must be returned to the rental office on move-out day. If the tenant fails to return the key a lock change charge will be applied.

First Name: _____

Last Name: _____

Will vacate on: _____

Telephone #: _____

Signature: _____

Date: _____

New Tenant

By signing below the tenant understands that he or she will become responsible for the condition of the unit. No cleaning or painting will be carried out as a result of this roommate change.

First Name: _____

Last Name: _____

Student #: _____

Telephone #: _____

E-mail Address: _____

New Lease Start Date: _____

Signature: _____

Date: _____

THIS IS NOT A LEASE