



## 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**