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Dropping/Adding Tenants “Change of Terms”

- **NOTE: In order to initiate this process you must complete our Request for Change of Lease Form which you can obtain from our office or print off of our website.**

To Drop a Tenant from Existing Lease:

- All parties listed on the current lease MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- Remaining tenants MUST be re-qualified if a tenant is moving out.
- An Administrative Fee of \$30 per hour will be charged for all work associated with dropping a tenant from an existing lease.
- At least one original lease holder must remain on the lease agreement.

Note: The security deposit will not be released until all parties of the current lease have vacated.

To Add a Tenant to an Existing Lease:

- New party MUST submit an application for approval and MUST be approved before they are authorized to occupy the unit.
- Once approved, all parties MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- An Administrative Fee of \$30 per hour will be charged for all work associated with adding a new tenant to an existing lease.