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Adding/Dropping Roommate(s) “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. All tenants must sign this request form before submitting to the office with new application(s).**

To Add a Tenant to an Existing Lease:

- Tenants MUST submit a request form.
- 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.
- Administrative Time of \$30 per hour will be charged for all work associated with adding a new tenant to an existing lease.

To Drop a Tenant from an Existing Lease:

- At least one original lease holder must remain on the lease agreement.
- Tenants MUST submit a request form.
- Remaining tenants MUST be re-qualified. Please contact the office with any questions.
- All parties listed on the current lease MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- Administrative Time of \$30 per hour will be charged for all work associated with dropping a tenant from an existing lease.

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

Adding/Removing Animal(s) “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. All tenants must sign this request form before submitting to the office with the appropriate documentation.**

To Add an Animal to an Existing Lease:

- Tenants MUST submit a request form and vet records for approval and animal MUST be approved before animal is authorized to be on the property. Records must include animal’s age, weight, breed, and current rabies vaccination and a photo. Please contact the office with any questions.
- Once approved, all parties MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- Administrative Time of \$30 per hour will be charged for all work associated with adding an animal to an existing lease.

To Remove an Animal from an Existing Lease:

- Tenants MUST submit a request form .You may choose to authorize a pass key for an inspection or schedule an inspection. Alternatively you may provide records of euthanasia with the request form.
- All parties listed on the current lease MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- Administrative Time of \$30 per hour will be charged for all work associated with dropping an animal from an existing lease.

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