

TENANT'S APPLICATION FOR CHANGE OF TENANCY

I/We, the undersigned tenant(s) of the rental unit known as

located at:

request the following change in the terms of our tenancy.

Substitution of a tenant

Remove tenant named _____ and substitute new tenant named _____, beginning on _____, 20___. Check one:

This is a permanent substitution for the remainder of the tenancy.

This is a temporary substitution only through _____, 20___, after which the substitute will have no further tenant rights and the tenancy rights and liabilities shall revert back as it was before this substitution.

All of the current tenants and the new tenant must sign below and new tenant must sign a copy of the lease/rental agreement originally signed by the current tenant(s) and submit with this application. New tenant will be assuming responsibility with remaining tenants for any damage discovered on final move-out inspection by landlord if this is a permanent substitution. Old tenant will remain responsible as in the existing lease/rental agreement, when the temporary substitution ends and tenancy reverts back to old tenant. The old tenant and the other tenants should perform their own inspections and settle on financial compensation for damage existing at time new tenant moves in and for departing tenant's share of security deposit. Landlord will not provide an inspection other than at end of tenancy of all current or substituted tenants. New tenant must meet landlord's financial criteria and approval. A completed credit application, tenant application, and (if new tenant does not have a reliable adequate source of income) a co-signer/guarantor's statement are required to be submitted with this application. **The security deposit being held by owner will not be refunded until all tenants have vacated, so the new tenant should reimburse the old tenant for his/her share of the security. New tenant may not move any personal property onto premises nor begin living on premises until change is approved by landlord.**

Addition of a tenant

Add new tenant named _____, effective on _____, 20___. New tenant must meet same requirements as stated above for substitution of tenant. **New tenant may not move any personal property onto premises nor begin living on premises until change is approved by landlord.**

Deletion of a tenant

Remove tenant named _____, effective on _____, 20___. The remaining tenants will continue to pay the full rental rate without reduction and they assume full responsibility for any damage found at the end of tenancy, regardless of whichever tenant caused the damage.

Termination of tenancy

All of the current tenants hereby give notice that they will be completely moved

out of the premises before _____ am/pm on _____, 20____. If desired, tenants may arrange a pre-move-out preliminary inspection by appointment with landlord at a mutually agreeable time not more than 2 weeks prior to the end of the tenancy. A final inspection will be performed after tenants are completely moved out and premises are completely cleaned to the extent that tenants consider adequate to leave premises in a condition similar to that when they moved in. Any further cleaning or repairs required by landlord to restore the premises to the original level of cleanliness will be done by landlord at tenants' expense unless otherwise agreed in writing. Tenants will return all keys and garage-door remote-controls at the move-out inspection or before. If tenants or their representative(s) fail to appear for final inspection, landlord will conduct the inspection anyway and tenants' shall be deemed to have waived their right to object to findings. One tenant may represent any or all others. Unused/un-applied balance of security deposit will be returned to tenant(s) within time limits as required by law.

The undersigned tenant(s) understand(s) that this change does not automatically become effective. Landlord's prior approval is required before any change takes effect.

Signature(s):

Date(s) Signed:

Current Tenants' Consent:

_____	_____
_____	_____
_____	_____
_____	_____

New or Substitute Tenants' Consent:

_____	_____
_____	_____

Owner's Consent:

_____	_____
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