



### **Adding/Dropping Roommate(s) “Change of Terms”**

NOTE: To initiate this process, you must complete our Change of Term Request Form which you can obtain from our website. All tenants must sign this request form before submitting it to the office.

#### To Add a Tenant or Occupant to an Existing Rental Agreement:

- Tenant(s) MUST submit a request form and photos of the apartment for review.
- The new party MUST apply for approval and MUST be approved before receiving the “Change of Terms Agreement”.
- All financially responsible parties (including co-signer(s) if applicable) MUST sign the “Change of Terms Agreement” and pay for any costs associated prior to the request being finalized.
- Administrative Time (see Supplement G – Actual Costs Associated Summary) will be charged to the account for all work associated with adding a new tenant/occupant to an existing rental agreement.

#### To Drop a Tenant or Occupant from an Existing Rental Agreement:

- At least one original lease holder must remain on the rental agreement.
- Tenant(s) MUST submit a request form and photos of the apartment for review.
- Remaining tenant(s) MUST qualify for any financially responsible party to be removed. This may require that the remaining tenant(s) re-apply. Our office will inform you should this be a necessary step.
- All financially responsible parties (including co-signer(s) if applicable) MUST sign the “Change of Terms Agreement” and pay for any costs associated prior to the request being finalized.
- Administrative Time (see Supplement G – Actual Costs Associated Summary) will be charged to the account for all work associated with removing a tenant/occupant from an existing rental agreement.

NOTE: The security deposit or animal deposit (if applicable) will not be released until ALL parties of the current rental agreement have vacated.

### **Adding/Removing Animal(s) “Change of Terms”**

NOTE: To initiate this process, you must complete our Change of Term Request Form which you can obtain from our website. All tenants must sign this request form before submitting it to the office.

#### To Add an Animal to an Existing Rental Agreement:

- Tenant(s) MUST submit a request form, photos of the apartment and vet records including a photo of the animal for review. The animal MUST be approved and “Change of Term Agreement, Animal Addendum” finalized before animal is authorized to be on the property. Records must include animal’s age, weight, breed, and current rabies vaccination.
- If approved, financially responsible parties (including co-signer(s) if applicable) MUST sign the “Change of Terms Agreement, Animal Addendum” and pay for, if applicable, prorated animal rent, animal security deposit (generally only required for animals under a year old), animal processing charge and any costs associated prior to the request being finalized.
- Administrative Time (see Supplement G – Actual Costs Associated Summary) will be charged to the account for all work associated with adding an animal to an existing rental agreement.
- We will enter the unit up to two times annually to perform an animal inspection which will include actual costs associated.

#### To Remove an Animal from an Existing Rental Agreement:

- Tenant(s) MUST submit a request form and photos of the apartment for review. Only if an in person interior inspection is required, you may choose to authorize a pass key or request to schedule for a certain date.
- **We are so deeply sorry if the unfortunate circumstances include the loss of your animal. In this case, you may provide records of euthanasia and/or death certificate with the request form in lieu of an interior inspection.** Costs associated for removal of an animal due to loss will be waived as a courtesy.
- All financially responsible parties (including co-signer(s) if applicable) MUST sign the “Change of Terms Agreement, Animal Addendum” and pay for any costs associated prior to the request being finalized.
- Administrative Time (see Supplement G – Actual Costs Associated Summary) will be charged to the account for all work associated with removing an animal from an existing rental agreement.

NOTE: The security deposit or animal deposit (if applicable) will not be released until ALL parties of the current rental agreement have vacated.