

Trout Meadows Apartments
2980 Trout Meadows Road
Bozeman, MT 59718
www.bozemanapartments.biz

Crestview Apartments
4200 Expressway
Missoula, MT 59808
www.missoulaapartments.biz

River Rock Apartments
4200 Expressway
Missoula, MT 59808
www.riverrockapts.com



Dropping/Adding Tenants “Change of Terms”

- **NOTE: To initiate this process, you must complete our Request for Change of Lease Form which you can obtain from our website.**
- We will request that you provide photos of your unit and email them to TMLeasing@montanacrestview.com. This is to check in on the condition of the premises before we can process any change of term request. We will need four different angles of the bedrooms, kitchen and living spaces, and one angle of bathrooms and laundry. We will also need one angle of the back patio. Thank you for your assistance with this method of inspecting!

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. This entails re-applying to include the \$50.00 application fee, so we can run and re-evaluate the credit report.
- Hourly Administrative costs 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 original lease have vacated.

To Add a Tenant to an Existing Lease:

- The new party MUST submit an application for approval and MUST be approved before we proceed with the change of term agreement.
- Once approved, all parties MUST sign the “Change of Terms Agreement” and pay the \$25.00 Change of Terms Fee.
- Hourly Administrative costs will be charged for all work associated with adding a new party to an existing lease.