

ERES ROOMMATE CHANGE POLICY AND AGREEMENT (MID-LEASE TERM)

1. Situations may develop during a lease term in which one roommate no longer wants to live at a property and wants be released from responsibilities under the rental agreement while other roommate(s) wish to remain. While right to change roommates is not provided in the lease, ERES will try to accommodate residents if a prospective replacement roommate is presented who is willing and able to accept all of the rental agreement responsibilities of the roommate who wants to leave.
2. ERES will not be responsible for finding a new roommate and does not guarantee success in this process.
3. This process allows a new roommate to accept the position of an outgoing roommate. It is crucial that all parties understand that the transfer of responsibilities includes damages to the apartment and deductions from the security deposit at the end of the contract term as well as all monies due.
4. ERES will not conduct a premises inventory of an occupied dwelling for a roommate change. If there are any damages that exist at the time of the roommate change, the leaving roommate and the staying roommates need to settle the potential charges between themselves. If applicable, roommates may want to plan for other anticipated charges at the end of the lease such as for carpet cleaning, etc., as specified in the lease. Please review your lease and the attached move-out instructions, and the original move-in condition inventory.
5. Payment of a \$300 fee at the time the roommate change form is submitted to Eck Real Estate Services is mandatory. This fee is to help cover the added administration costs incurred by ERES.
6. Any portion of the security deposit paid by the leaving roommate will not be refunded, but will remain with the rest of the deposit. It is the responsibility of the leaving roommate, staying roommates, and new roommate to agree on any money to be paid to settle damages, unpaid charges, and security deposits.
7. Roommate change requests sometimes are a result of unpleasant or strained relationships between roommates. It must be remembered that roommates who are bound to a rental agreement for an apartment have obligations not only to the landlord, but also among themselves. Problems between roommates are not the responsibility of ERES and such problems must be resolved between the roommates involved.

This form must be completed and signed by all parties to the rental agreement in the sequence noted below.

Property Address: _____

(To be completed by the "Prospective New Roommate")

Prospective New Roommate: _____

(Please print full name)

Move in date _____

I, Prospective New Roommate, have read and understand all of the terms and responsibilities of the present rental agreement for the property at the aforementioned address. I understand I must be approved by ERES as a resident before I can move in. To this end, I agree to:

1. Be approved as a potential roommate by the "Staying Roommates".
2. Complete an ERES rental application and submit the required fees.
3. Obtain a copy of the current rental agreement from Staying Roommate and be bound by the rental agreement, rules, and regulations for the property of which I will be a resident.
4. Provide a sufficient and verifiable source of income or obtain a lease guaranty (co-signature).
5. Accept the contractual position of the roommate leaving regarding the security deposit, damages and return of said deposit. I agree to obtain a ledger showing unpaid charges, if any, from the current tenants. I understand that I may be held responsible for unpaid charges at the end of the lease term.

Signature *(New Roommate)*

(To be completed by "Leaving Roommate" to begin the roommate change process)

Leaving Roommate _____
(Please print full name)

I, Leaving Roommate, understand that I must:

1. Remit a \$300 roommate change fee to ERES.
2. Be responsible for all obligations under the rental agreement until the approved New Roommate's move-in.
3. Be responsible to New Roommate/Staying Roommates for any unpaid charges that may exist or be anticipated. These may include rent, utilities, carpet cleaning at move out, damages, and late fees.

By signing below I agree that I shall relinquish all rights to the property under the lease and landlord and tenant law after such time as a new roommate is added to the original lease document through an amendment signed by the "Staying Roommates" and ERES.

Signature *(Leaving Roommate)*

(To be completed by "Staying Roommate(s)" once a Prospective New Roommate is identified)

I/We do hereby approve of the Prospective New Roommate.

1. If the Prospective New Roommate is approved by ERES we agree to sign a lease amendment adding them to the lease.
2. By signing a lease amendment adding the new tenant to the original lease we agree the Leaving Roommate will not be liable to ERES for any rent charges and property damage assessments that may be incurred after the new tenant is approved by ERES and takes occupancy.
3. We have provided Prospective New Roommate with a copy of the current lease agreement, account ledger, and move-in premises inventory. (Contact ERES for current account ledger.)

Signature *(Staying Roommate)*

Signature *(Staying Roommate)*

Signature *(Staying Roommate)*

Signature *(Staying Roommate)*