



REQUEST TO BE REMOVED FROM RENTAL AGREEMENT

Version Dated: 7/1/2010

Dear Cynthia Smith (Landlord),

I, (name) , currently live at:

(address) and plan on moving out as early as

(date) .

My other roommates plan on remaining at the apartment. Their names are as follows:

1. _____
2. _____
3. _____

At this time, my roommates have decided not to have a replacement roommate fulfill my responsibilities to the lease. Furthermore, my roommates and their respective cosigners, if applicable, are willing to release me from my individual responsibility to the apartment and its current and future rental agreements and extensions.

Therefore, I am requesting The Landlord to officially remove me from the rental agreement and release me from any current and future obligations to the apartment. I understand that if my request is approved, I will waive any and all claims to my rights and interests to the apartment, including the security deposit. It will be my responsibility to receive a refund of my portion of the original security deposit from the remaining roommates; as security deposits are only refunded to the then parties to the lease by the Owner/Agent only when the entire apartment has been completely vacated. I understand that until the request is approved, I remain responsible to all of the obligations to the apartment.

Date Outgoing Resident

Date Remaining Resident

Date Remaining Resident

Date Remaining Resident

The Landlord approves the Request to be Removed from Rental Agreement and agrees to release the Outgoing Resident from their responsibilities to the rental agreement as of _____ .

Date The Landlord