



ROOMMATE REPLACEMENT REQUEST

Version Dated: 7/1/2010

\$35 Processing Fee Required

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. _____

Upon vacating I agree to waive any and all claims to my rights and interests to the apartment. However, I understand that until either another roommate is approved and signs a "Substitute Resident Agreement" or The Landlord formally releases me from the agreement that I am still responsible for all responsibilities stipulated in the lease, including rent.

(name) , if approved by The Landlord, wishes to take over my rights and responsibilities to the lease. All of the remaining roommates approve of this person moving in and agree to release me from my obligations to the lease once the new roommate has been screened and qualified and signs a "Substitute Resident Agreement." I understand that any advance payment of rent and/or security deposits will be transferred to the replacement roommate. It will be my responsibility to receive a refund of my portion of the original security deposit from the replacement or 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.

Date Outgoing Resident

Date Remaining Resident

Date Remaining Resident

Date Remaining Resident

The Landlord approves the Roommate Replacement Request and agrees to release the

Outgoing Resident from their responsibilities to the rental agreement as of _____ .

Date The Landlord