



Apartment # _____
 Effective Date of Change _____
 Security Deposit Due _____
 Roommate Change Fee _____
 Rental Consultant _____

Date Change Rec'd _____
 Amt. Paid _____ Date _____
 Paid By _____
 Ck # _____
 TM # _____

RESIDENT ADDITION LEASE FORM

I, _____, _____, and _____ do hereby agree to the addition of _____, _____ and _____ to the lease for apartment _____.

By the signing of this agreement, incoming residents/guarantors understand acceptance of the apartment which includes existing damages, housekeeping, and original condition report. This also INCLUDES ANY PET DAMAGE. The locks on the apartment will not be changed unless requested by the residents and a lock changing fee of \$25.00 is paid.

The lease agreement must be signed by both incoming and remaining residents and guarantors for the lease term. Those residents on the lease, at the time of COMPLETE vacating of the apartment will receive security deposit in equal amounts and in accordance with the lease. Therefore, it is the responsibility of the current and the incoming residents to make security deposit payments to the rental office before the lease is typed.

IT IS THE RESPONSIBILITY OF THE INCOMING RESIDENTS to ensure that the apartment's account balance is up to date. Rent, late fees and other outstanding charges become the responsibility of those remaining and those added to the lease. Incoming residents cannot move in until all guarantors and residents sign the lease agreement and the security deposit(s) due has been paid.

BY SIGNING THIS AGREEMENT, REMAINING AND INCOMING RESIDENTS/GUARANTORS ACCEPT FULL RESPONSIBILITY FOR ALL DAMAGES, INCLUDING PET DAMAGE. ONCE YOU SIGN THE LEASE AND RELEASE THE OLD ROOMMATE, YOU BECOME RESPONSIBLE!!!

| | |
|--------------------|---------------------|
| _____ | _____ |
| Remaining Resident | Remaining Guarantor |
| _____ | _____ |
| Remaining Resident | Remaining Guarantor |
| _____ | _____ |
| Remaining Resident | Remaining Guarantor |
| _____ | _____ |
| Incoming Resident | Incoming Guarantor |
| _____ | _____ |
| Incoming Resident | Incoming Guarantor |
| _____ | _____ |
| Incoming Resident | Incoming Guarantor |
| _____ | _____ |
| HHHunt Approval | Date |

RESIDENT DROP LEASE FORM

BY SIGNING THIS AGREEMENT THE REMAINING AND OUTGOING RESIDENTS ACKNOWLEDGE ALL OF THE BELOW AND DO HEREBY RELEASE HHHUNT FROM ANY FURTHER RESPONSIBILITY.

I, _____, _____, and _____ do hereby agree to release _____, _____ and _____ from all responsibilities, rent and damages (including pet) on apartment _____.

Security deposit plus interest (if applicable) will be returned within thirty (30) days of lease expiration or effective date (whichever applicable). Pet deposits will be divided into equal amounts (unless otherwise specified in writing) and the resident that is vacating will receive his/her share of the deposit.

It is the responsibility of the outgoing resident to return keys, pet tags, etc. The locks on the apartment will not be changed unless requested by the residents and a lock changing fee of \$25.00 is paid.

Renewing residents and guarantors accept responsibility for all damage and cleaning charges. Settlement of damages and cleaning charges (including pet charges) have been settled among the residents prior to the signing of this agreement.

Renewing residents and guarantors must maintain the security deposit at the original amount. The amount to be paid is \$ _____. This amount must be paid to the rental office, by the remaining residents (or the incoming residents, if applicable) at the time this agreement is signed.

All remaining residents and guarantors must sign a lease. The release shall not take effect until all monies are paid, a corrected lease is completely signed or the current lease expires. If the roommate change takes place outside of renewal period, the new lease must be signed and all roommate change paperwork must be completed in order to drop residents and refund his/her deposit.

HHHunt reserves the right to inspect the apartment in accordance with Article #17 of the lease for verification of the resident change.

All residents acknowledge receipt of *The Standard Vacating Checklist*. **This lease addendum is a legal and binding contract.**

| | |
|---|------------------------------|
| _____ Remaining Resident | _____ Remaining Guarantor |
| _____ Remaining Resident | _____ Remaining Guarantor |
| _____ Remaining Resident | _____ Remaining Guarantor |
| _____ Outgoing Resident | _____ Outgoing Guarantor |
| _____ Outgoing Resident's Forwarding Address | |
| _____ Outgoing Resident | _____ Outgoing Guarantor |
| _____ Outgoing Resident's Forwarding Address | |
| _____ Outgoing Resident | _____ Outgoing Guarantor |
| _____ Outgoing Resident's Forwarding Address | |
| _____ HHHunt Approval | _____ Date |

Office Use Only:

Roommate Change completed by _____ Sent out on _____
Due back on _____

