



## **CHANGE IN RESIDENT CHECK LIST**

In order to change your lease agreement whether taking a party off, adding a party or both, all of the steps below must be complete. **RESPONSIBLE PARTIES AND LEASE CHANGES DO NOT TAKE EFFECT UNLESS ALL OF THE FOLLOWING ARE COMPLETE AND SIGNED BY ALL PARTIES WITHIN 30 DAYS.**

- Complete the “Drop Form” (Please contact the office to get a copy of this form) for the resident that is leaving and have signed by all parties indicated on the form.
- Complete the “Add Form”. This must be signed by all parties listed on the form and returned to the office.
- Roommate wanting to be added needs to apply, AND pay the \$25 application fee. This can be paid in the office or online (online payments are subject to a processing fee).
- Once your roommate being added is approved, there is a \$55 lease amendment fee that must be paid before your new lease is sent out.
- Once the \$55 lease amendment fee is paid, your new lease will be sent and all parties must sign the updated lease within 48 business hours.

Once all paper work is complete, you will receive an updated copy of your lease agreement. If you have any questions feel free to contact the office at, 434.239.0088.