



Roommate Substitution Guidelines

Under the terms of the Lease Agreement, each Tenant identified on the Lease Agreement is jointly and individually liable to Landlord/Agent for full performance under each and every covenant and condition of the Lease Agreement. Tenant may not assign this Lease or sublet the premises or any portion thereof, or transfer possession or occupancy thereof to any other person or persons, without the prior written consent of the Landlord/Agent.

There is an Administrative Fee totaling \$250, payable before the substitution lease is fully approved/executed. Additionally, no one may move in or out of the unit until a lease is executed. **Only when a new lease is signed is the outgoing Tenant released of the financial and legal responsibilities of the Lease Agreement.**

The following steps below are meant to simplify and explain the sometimes complicated roommate substitution process:

- 1) To request permission for a roommate substitution, **all** current Tenants must notify the Landlord/Agent in writing, a minimum thirty (30) days in advance. This notice should identify which Tenant is planning on departing.
- 2) A Roommate Substitution will not be granted if any portion of the rent, utility payments or late fees are due. No portion of the security deposit shall be used to pay these arrearages.
- 3) The Outgoing or Current Tenant(s) will pay a \$200.00 Roommate Substitution fee.
- 4) The Replacement/Incoming Tenant will pay a \$50.00 rental application fee.
- 5) This fee is due before a roommate substitution is granted.
- 6) Once approved, the remaining and incoming Tenants will sign a new lease agreement, continuing the same tenancy term. A new one year may be requested by the Tenants.
- 7) The Roommate Substitution process must be completed five (5) days prior to any move-out/move-in.
- 8) Incoming Tenant will supply a security deposit directly to the outgoing Tenant in the amount of the outgoing Tenant's initial deposit.
- 9) The security deposit must be transferred (5) days prior to the move-in/lease start date. (Note: The security deposit is usually split equally amongst Tenants, regardless of their share of the rent.)
- 10) Incoming and remaining Tenants will accept the condition of the property in "As-Is Condition". Scout Properties will not perform any additional repairs or cleaning.
- 11) All keys, fobs and garage door openers will be transferred from the outgoing Tenant to the incoming Tenant.