

LEASE ASSIGNMENT REQUEST FORM

Assignment fee is \$100 due from current residents.

Assignment cannot be completed until all rent, damages and assignment fee is paid in full.

Security Deposit cannot be used for any monies due.

Only cash payment can be accepted from any outgoing tenants.

Laundry cards/keys issued to outgoing residents must be returned at time of Assignment.

All current & new tenants must be present for inspection and paperwork appointment. Or a notarized power of attorney form must be provided.

APARTMENT NUMBER _____ PLEASE PRINT

NAMES OF TENANTS CURRENTLY ON LEASE

Check if Moving

Phone #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAMES OF NEW APPLICANT(S): The following must be provided and verified in order for the assignment to be approved:

1. Completed rental application(s)
2. Photo ID
3. UMASS dorm check form
4. Guarantor form or proof of income

CHANGES EFFECTIVE THE DAY OF ASSIGNMENT

ASSIGNMENT APPOINTMENTS BETWEEN 8:15AM – 2:45PM NO WEEKEND APPOINTMENTS

Puffton Village does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted Programs and activities.

PUFFTON VILLAGE ASSIGNMENT PROCEDURE

The following must be STRICTLY adhered to if ANY LEASE CHANGE is to be completed during the lease term. All tenants **(leaving, staying or new)** must be present for the Assignment appointment or a satisfactory power of attorney form must be submitted.

1. A Lease Assignment Request form must be submitted to the Rental Office thirty (30) days prior to the requested date of change. Completed rental applications(s), photo ID(S), UMASS dorm check form(s) and a completed guarantor form(s) or proof of income for each incoming tenant(s) must be submitted and be verified by the office..

2. NO RENT-DAMAGES – OR OTHER CHARGES CAN BE OWED.

NO PERSONAL CHECKS accepted for any outstanding balance due from outgoing tenants.

3. CONDITION OF THE UNIT AT TIME OF ASSIGNMENT.

- **Any damages found must be paid for in cash, money order or bank check before the Assignment can be completed.**
- Outgoing and incoming tenants must agree on the cleanliness of the apartment. **Management will not clean the apartment.** Cleaning needed beyond normal wear and tear will be charged upon move out – even if the incoming tenants accepted a dirty apartment upon Assignment.

4. An Assignment Appointment must be scheduled with the Rental Office once the paperwork has been approved.

THE FOLLOWING WILL OCCUR DURING YOUR ASSIGNMENT APPOINTMENT AND ALL CHANGES ARE EFFECTIVE UPON COMPLETION OF PAPERWORK:

- A move out and move in inspection will be completed for the apartment.
- The full Security Deposit will be Amended to reflect the name change(s). Outgoing and incoming tenant(s) must make payment arrangements for Security Deposit as monies remain in the security deposit account.
- An Assignment Deposit form must be signed by ALL. If outgoing residents have not been reimbursed by incoming residents management cannot help you receive payment. Signature on this form indicates you agree with the changes.
- The following forms must be signed to complete the assignment of the lease:

Accepting the Apartment “AS IS” (see above)
Rental Agreement and renewal if applicable
Lead Paint Certification
Electric form (if necessary)
Sign for laundry keys