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Roommate Transfer Form Explained

The following steps are a guide in facilitating a smooth roommate transfer

Step 1.

Make an **appointment** with Freedom Property Mgmt., LLC to meet with ALL parties involved, remaining, vacating and new residents, to go over the transfer process

Step 2. The Transfer fee (\$50) and any balances on the account such as late fees, maintenance fees must be paid prior to the process being started.

Step 3.

An inspection of the property will be performed by a representative of Freedom Property Mgmt., LLC with all parties involved, remaining, vacating and new residents.

Step 4

If the utilities are in the name of the Vacating Tenant(s) they must be transferred into the Remaining Tenant(s) name.

Step 5.

The New roommate must fill out an application and qualify **prior** to moving in. It is important that the new roommate understand that they are assuming full responsibility for the premises **INCLUDING**, but not limited to rent, damages, cleaning, utilities and carpet cleaning.

Step 6.

The Roommate Transfer Agreement is not binding until Freedom Property Mgmt., LLC has signed the transfer form and a new lease is signed with the Remaining roommate(s) and the New roommates(s).

Any deposit stays with the property. Freedom Property Mgmt., LLC will NOT return any security deposit to any resident in a roommate transfer. This is to be decided among the residents, remaining, vacating and new.



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ROOMMATE TRANSFER

This agreement between Freedom Property Mgmt., LLC (agent for the Landlord) and _____ tenant(s) residing at the property located at _____ shall be amended as follow, **in this order:**

1. All parties to the transfer, vacating, remaining and new roommate **MUST** make an appointment to meet with a representative of Freedom Property Mgmt., LLC to go over the expectations of this form and the process involved.
2. The Roommate Transfer fee in the amount of \$_____ must be paid prior to starting the process of this transfer.
3. All balances on the account such as utilities, late fees and maintenance charges must be paid prior to a new Residential Lease Agreement being signed.
4. A representative of Freedom Property Mgmt., LLC will perform an inspection of the property with all roommates (remaining, vacating and replacement) to check the condition of the property using the original move in report. The inspection will be performed before acceptance of this transfer and prior to the new tenant(s) transferring any monies to the departing tenant(s) or moving in. The new tenant accepts the property in its "AS IS" condition and may ask for a copy of the move-in property condition report.
5. If any of the utilities are in the name of the Vacating Tenant, one of the Remaining Tenants must have the utilities transferred into their name prior to the Vacating Tenants' departure.
6. The New Tenant(s) must submit an application, pay the application fee and be approved to be an acceptable Replacement Tenant(s). If it is found that the New Tenant has moved in without prior approval and completion of the process, ALL tenants will be subject to eviction.
7. The following Tenant(s) _____, also known as the Vacating Tenant(s) and their Guarantor, shall be removed from the original lease dated _____, 20____, effective _____, 20____, when all conditions of this transfer have been met. All rights, obligations, interest in and to the Property, under the original Residential Lease Agreement with Freedom Property Mgmt., LLC including but not limited to, the Security Deposit of \$_____ shall be transferred to the Remaining Tenant(s), Replacement Tenant(s) and shall remain with Freedom Property Mgmt., LLC.
8. The following Tenant(s) _____, also known as the New Tenant(s) agrees to pay \$_____ to _____, the Vacating Tenant(s), their portion of the security deposit as agreed upon among themselves. This may include any damages, utilities, balances, fees, carpet cleaning and rekeying of locks.
9. After completion of the above requirements, a new Residential Lease Agreement will be signed by the Remaining Tenant(s), the New Tenant(s) and Freedom Property Mgmt., LLC.

Remaining Tenant: _____ Vacating Tenant: _____

Remaining Tenant: _____ Vacating Tenant: _____

New Tenant: _____ New Tenant: _____

Freedom Property Mgmt., LLC, Agent for the Owner: _____