



2811 WEST ST. #102, AMES, IA 50014 | 515-292-5050

ROOMMATE CHANGE

You may request a roommate change, with our approval. A roommate change only occurs when one resident of the apartment will be leaving and having a new person take their place on the lease. If all tenants are leaving the apartment at the same time, you will need to fill out our "Sublease Form".

YOU MUST TURN IN THIS DOCUMENT AT LEAST 14 DAYS PRIOR TO THE NEW TENANT/S MOVING IN

According to the terms of your lease, you are responsible for rent and utilities until the expiration of the lease. You will be released only when the following conditions are met:

- Roommate Change Form has been signed by all parties listed below and roommate change fee is paid.
- Incoming Tenant has submitted a rental application and been approved.
- All payment arrangements have been made between the outgoing and incoming tenant.

Incoming and Remaining Tenant(s) agree to be responsible for any damages caused by the Outgoing Tenant. Each Incoming and Remaining Tenant names on this form acknowledges that he/she is jointly and severally responsible for the performance of this addendum and lease. There will be no move out inspection at the time of this Roommate Change. There will be an inspection when the lease ends. **Original security deposit must remain on file, in full, with Unique Apartment Homes.**

ROOMMATE CHANGE FEE: \$100/ROOMMATE CHANGE

TODAY'S DATE: _____

I, the tenant of (ADDRESS) _____ (UNIT #) _____ Ames, Iowa hereby agree to make the following changes regarding the Tenant of said rental unit, effective on (DATE) _____, 20____.

The following Tenant shall be removed from the lease upon the effective date of this form:

OUTGOING TENANT NAME (print): _____

The following person shall be added to the lease as tenant upon the effective date of this form:

INCOMING TENANT NAME (print): _____

TENANT'S NAME(S) REMAINING ON THE LEASE:

SIGNATURE/PRINTED NAME

EMAIL

SIGNATURE/PRINTED NAME

EMAIL

SIGNATURE/PRINTED NAME

EMAIL

SIGNATURE/PRINTED NAME

EMAIL

INCOMING TENANT'S NAME:

SIGNATURE/PRINTED NAME

EMAIL

OUTGOING TENANT'S NAME:

SIGNATURE/PRINTED NAME

EMAIL