

CHANGE OF ROOMMATE APPLICATION



Creating Cooperatives,
Shaping Communities

Property: _____

Apartment Number: _____

Change of Roommate Policy (Chateau Only)

A \$100.00 fee will apply to Change of Roommate applicants who have not lived in their current apartment for more than 6 months, or are requesting their 2nd Change of Roommate within 12 months of the 1st Change of Roommate Application. This fee should be paid by the applicant prior to approving application.

New Roommate

Each new roommate **must**:

1. Complete the full application process and be approved by management **before moving in**. Failure to receive approval before move-in is a violation of the Occupancy Agreement and can result in eviction for the entire apartment.
2. Agree to be bound by all terms and conditions of the Occupancy Agreement.
3. Agree to receive keys from the office and not the departing roommate.
4. Assume full responsibility for any outstanding balance on the apartment's account at time of move-in.
5. Assume responsibility for the "as-is" condition of the apartment, including any damages. Riverton does not clean, paint or shampoo the carpet in a Change of Roommate situation unless arrangements are made **before any items are moved into the apartment** by new roommate. Charges may apply for these services.
6. **It is the responsibility of the leaseholders, not Riverton, to determine the security deposit amount, which will be paid either to a) departing roommate or b) current roommates, depending on the situation.** Riverton refunds the security deposit only once at the end of the lease when all leaseholders move out at the same time and the unit is fully vacated.

New Member Move in Date: _____

Printed name

Signed name

Date

Departing Roommate

Each departing roommate must agree to the following terms in order to be removed from all liability under the existing Occupancy Agreement:

1. Agree to receive your portion of the security deposit from either:

New Roommate

Current Roommates

(Circle One)

And that Riverton is not responsible for refunding my portion of the security deposit. Riverton refunds the security deposit only once at the end of the lease when all leaseholders move out at the same time and the unit is fully vacated.

2. Agree to fill out a Parking Termination form at least one full calendar month before move out (if applicable). **Turn in parking tag before leaving or be fined a \$20 fee.**
3. Agree to return keys to the office and not pass off to a new or current roommate.

Departing Member Move Out Date: _____

Printed name *Signed name* *Date*

Forwarding Address

Current Lessees

In order for the above modifications to occur to the Occupancy Agreement, the current residents must:

1. Agree to the terms of “New Roommate” and/or “Departing Roommate.”
2. Agree that **current and new roommates are responsible for any outstanding balances left on the account by departing roommate.**
3. Agree that the new roommate is not entitled to occupy the apartment until the proper screening procedures have been completed.
4. Agree that Riverton can share account details (i.e. outstanding balances, lease violations, etc) with an incoming roommate if they ask for that information.
5. Agree that, if a roommate is departing with no new roommate moving in, remaining current roommate(s) are responsible to pay the departing roommate’s his/her portion of the security deposit.
6. Understand that Riverton does not refund any or all of the security deposit until the end of the lease when all leaseholders move out at the same time and the unit is fully vacated.

Printed name *Signed name* *Date*

Management Approval

Printed name *Signed name* *Date*