



TENANT REQUESTED MOVE OUT/IN: EXISTING LEASE

I/WE, _____ (all current tenants)
 located at _____ (address)
 request to remove _____ (current tenant vacating)
 from the lease as of _____ (date to vacate).

IF a *new* tenant is to be added to the lease:

I/WE, _____ (all remaining tenants)
 request to add _____ (new tenant)
 to the lease as of _____ (date to start).

Upon vacating, security deposit of vacating tenant should be (check one):

- Returned to vacating tenant(s). **Remaining** tenant(s) will pay to bring security to full as listed on lease.
- Returned to vacating tenant(s). **New** tenant(s) will pay to bring security to full as listed on lease.
- Transferred to **remaining** tenant(s), in full, releasing all claim to security.
- Transferred to **new** tenant(s), in full, releasing all claim to security.

Any new tenant is required to complete an application (plus guarantor application if required), pay all application fees and \$48 Lease Fee prior to taking possession. Incoming tenant agrees to take property in as-is condition.

 Current Tenant Signature/Date

 New Tenant Signature/Date (if applicable)

 Current Tenant Signature/Date

 Current Tenant Signature/Date

 Approved by: Agent/Owner Signature/Date