

Roommate permission form:

This is a guide for the incoming/outgoing tenants to use to make certain the full process is completed. Please keep in mind that there may be time limits for items on the checklist. Failure to meet these time limits may result in a cancellation of the process.

This permission form must be turned in with signatures from each person currently living in the unit, being added to the lease or vacating the unit.

All incoming tenants will need to submit a complete application and be approved before they can move in.

Outgoing tenants must put in a written notice to vacate and understand their name will remain on the lease until the current term expires.

For circumstances where 1 or more occupant(s) are vacating there is a \$50.00 administrative fee that will need to be paid in full, which covers expenses for paperwork and leasing procedures.

Make certain there is no balance owing on the account. All outstanding balances must be paid in full before applications can be considered.

The security deposit paid to PPM at the beginning of the tenancy will remain at PPM. New roommates are responsible for working out payment arrangements with other lessees in regard to the deposit.

Without this entire checklist completed within 10 business days an automatic cancellation may result and the current tenants will remain as only named lessees.

Address: _____ Date: _____

I,

Print _____ Sign: _____ Date Vacating: _____

Print _____ Sign: _____ Date Vacating: _____

Print _____ Sign: _____ Date Vacating: _____

Gives permission for the people below to apply to above property as:

A Lessee OR An Additional Occupant

Print _____ Sign: _____

Print: _____ Sign: _____

Print _____ Sign: _____

For office use only.	
Date received:	Received by: