



# Alpha-Omega Properties, Inc.

*Providing Quality Service from Beginning to End*

## ROOMMATE CHANGE PROCEDURES

If a roommate change occurs during the term of the lease, you MUST notify the AOP office immediately.

- Any NEW tenant MUST complete an application, pay the \$100 fee (application & administrative), be approved, be added to the lease and sign the lease before they occupy the unit.
- Each tenant must qualify for said property on their own, if 2 times the monthly rent is not shown, then a guarantor is needed, guarantor fee (\$30)
- A Roommate Change Form must be executed and completed with all necessary signatures, there is a fee for creating this form (\$100)
- Security Deposits are to be exchanged by incoming and outgoing residents. As stated on the Roommate Change Form in paragraph #14 - AOP will not walk the property prior to new tenant moving in and will not have business with security deposit exchange.
- Pet deposits are to be exchanged by incoming and outgoing residents. AOP will not refund to outgoing tenant.

The "jointly and severally" clause (paragraph #29) in the lease contract means everyone who signs the lease is responsible in full for any and all rents and damages. This means any ONE resident can be held responsible for paying the entire rent and/or damages if one or more of the other residents move out before the completion of the lease.

### **Scenario 1: I need to get out of my lease immediately**

FEE \$100 – all tenants will need to sign the Roommate Change Form, the remaining tenants will be responsible for the entire monthly rent, this releases the "exiting" tenant from all liability

### **Scenario 2: I will be graduating but my roommates are staying**

FEE \$100 – all new, old and remaining tenants will need to sign the Roommate Change Form, if a new tenant(s) will be moving in see the above bullet points

### **Scenario 3: I am just leaving and nothing will happen, right?**

If the lease is broken and one tenant does not pay their portion of the rent, all remaining tenants will be evicted, the remainder of the lease rent will be accelerated, the outstanding balance will be turned over to a collection agency and this will appear on every tenant's credit history as well as any guarantor's credit history

### **Scenario 4: I will be renewing but one of my roommates won't**

FEE \$100 – all new, old and remaining tenants will need to sign the Roommate Change Form, if a new tenant(s) will be moving in see the above bullet points. A roommate change form is necessary for all renewals in order to comply with the 90 day notification clause (paragraph #3) in the lease contract. If a Roommate Change Form is not done, then Alpha Omega can legally lease your unit to another applicant.