

Cascade Property Services
1261 NW Crosby Ave #A, Oak Harbor, WA 98277
(360) 679-4600
fax (360) 334-6664
www.OakHarborForRent.com

CHANGE OF ROOMMATE ADDENDUM

This information is provided to you in order to understand the “steps” required to change a roommate with Cascade Property Services, LLC. The following are possible circumstances that would pertain to obtaining this Roommate Addendum:

1. **A person currently named on the lease is moving out.**
2. **A person currently named on the lease is moving and a new person would like to move in and sign the lease.**
3. **Currently you are the only name on the lease, and you wish to add a person to your lease.**

A \$75.00 service charge will be assessed to all accounts in which a roommate addendum is executed regardless of when such change becomes effective. Please note that it is part of your Lease Agreement to advise the Landlord of any person/s residing in the Premises for more than 2 (two) weeks.

A Roommate is Moving Out

If a Tenant is moving out, this person must sign the Roommate Addendum as Deleted Tenant; warranting that they are physically removing themselves and their belongings from the Premises, and the date they are doing so. The remaining Tenant(s) will also need to agree and sign the Roommate Addendum. After all Tenant signatures are obtained deliver the Roommate Addendum along with the \$75.00 service charge to Cascade Property Services, 1261 NW Crosby Ave #A, Oak Harbor, WA 98277

A Roommate is Moving Out and a New Roommate is requesting to Move In

The same steps apply for the Tenant moving out as described above. When a new Tenant wishes to be added to the lease, they must complete an Application To Rent and submit \$40.00 for Application Fee to Cascade Property Services, 1261 NW Crosby Ave #A, Oak Harbor, WA 98277. Then the application will go through the approval process. The application MUST be approved before the new roommate can sign the lease. The application MUST be approved before the new roommate can move into the Premises or receive keys to the Premises. After this process is completed, all Tenants, (the roommate moving out, the roommate staying and the new roommate) must sign the Roommate Addendum and pay the \$75 service charge. Keys shall be delivered on the effective dates as listed on the Roommate Addendum.

You request to add a New Roommate to your Lease

When you add a roommate to your current lease, they must complete a Residential Application and submit \$40.00 for a Credit Check Charge and submit \$75.00 for a Roommate Change Charge to either the onsite managers or to Cascade Property Services, 1261 NW Crosby Ave #A, Oak Harbor, WA 98277. The application MUST be approved before the new roommate can move into the Premises. After this process is completed, we will contact the current and the new resident advising you to make an appointment and sign the Roommate Addendum.

The following must be attached with this form:

- \$75 Roommate Addendum Service Fee
- Application for Prospective Roommate and \$40 application fee
- Completed and signed Roommate Addendum



ROOMMATE ADDENDUM

In connection with the Lease Agreement between:

Tenants(s): _____

Landlord: Cascade Property Services

Date: _____

Following the described Premises:

Address	Unit #	City	State	Zip
_____	_____	_____	_____	_____

_____ is named as an authorized occupant hereby accepts all legal obligations pursuant to the original Lease and this Addendum effective _____ (date).
Name of Added Tenant

_____ is named as an authorized occupant hereby accepts all legal obligations pursuant to the original Lease and this Addendum effective _____ (date).
Name of Added Tenant

_____ is released from all obligations pursuant to the Lease Agreement effective _____ (date).
Name of Deleted Tenant

_____ is released from all obligations pursuant to the Lease Agreement effective _____ (date).
Name of Deleted Tenant

The parties hereto agree as follows:

1. All legal rights pursuant to the Lease Agreement, including return of any Damage or Security Deposit(s) are assigned to the replacement Tenant and remaining Tenants. Any apportionment of such deposits, or of prepaid rents, between Added Tenant(s) and Deleted Tenant(s) or remaining Tenants are solely to be resolved between them and Landlord has no responsibility for such apportionment. At the end of tenancy, any amount owed will be the obligation of remaining Tenants; any amount refunded will be returned via one check payable to all remaining Tenants.
2. In consideration of Landlord's acceptance of Added Resident, Added Tenant(s) hereby verified receipt of copies of all Lease Agreements, addenda and notices to Tenant (such as Lead Paint Disclosure Notices, Smoke Detector Notices, Property Condition Reports, etc...). Added Tenant recognizes that he/she is entering into an agreement which is retroactive to the original date of the Agreement and any additional addenda. Added Tenant further recognizes that any refunds of deposits will be made subject to the original Property Condition Report.
3. Deleted Tenant(s) hereby release their interest in any Damage or Security Deposit(s) and any prepaid rents. No portion of any security deposit is disbursed at any time prior to the unit coming completely vacant. Inspections are not conducted at the time of move-out for an individual roommate to determine the extent of damage attributable to that roommate. Tenants are advised to exercise judgment on the accountability of a roommate vacating the unit as to how to proceed in coming to a settlement of the vacating roommate's interest in the security deposit. Landlord does not get involved with, nor assumes any responsibility for, negotiations and dealings between roommates.
4. Nothing herein shall be construed to imply that Landlord will consent to any future change in Tenants.
5. Except as set forth herein, all terms and conditions of the Lease Agreement remain in full force and effect without amendment. Receipt of a true copy of this addendum signed by all parties is hereby acknowledged.

DATED this _____ day of _____, 20____.

 ADDED DELETED TENANT

LANDLORD

 ADDED DELETED TENANT

 ADDED DELETED TENANT

TENANT

TENANT