



LEASE REVISION POLICY

If a name needs to be added and/or removed from the lease agreement (referred to as a “lease revision” in the balance of this document) the following policies, forms and fees will apply:

NAME ADDITION:

If the individual would like to establish the benefit of rental history, and would take financial responsibility for the apartment, he/she may be added to the lease as a “Leaseholder” also known as “Lessee.” Please follow the requirements listed below:

- 1) No revisions shall be made within the first 90 days after the current lease commencement, nor 30 days prior to the lease expiration date.
- 2) A \$75.00 application fee is required with the submission of the lease application.
- 3) Any lease revisions will require a \$75.00 lease revision fee, and is due payable with the submission of the lease application.
- 4) All “Applicant Qualification Criteria” must be met.
- 5) Upon approval of the lease application, a revised lease with the name addition must be signed.

NAME REMOVAL:

A Lessee planning to move should follow proper procedures to have his/her name removed from the lease. Please follow the below requirements:

- 1) The departing lessee must sign a “Roommate Security Deposit Release Form” (copy attached) with the remaining lessee.
- 2) Any lease revisions will require a \$75.00 lease revision fee, and is due payable with the submission of the lease application.
- 3) The lessee staying in the unit must re-qualify and still meet income requirements alone, and must submit his/her two (2) most recent pay stubs with this release form.
- 4) The remaining lessees must sign a revised lease deleting this name.

LEASE RENEWAL:

Revisions made during a lease renewal will be excluded from the revision fee; however, should more than one revision be required during the lease renewal due to lessee or applicant’s delay in providing required paperwork or decision to make further changes, the \$75.00 revision fee will be required.