

HORIZON PROPERTIES

**PO Box 1831
Ames, IA 50010**

REQUEST FOR ROOMMATE CHANGE

Please fill out and sign this form and return to Horizon Properties, either in the Rent Box (if applicable) or mail to above address.

Today's Date _____

Address _____

Tenant(s) Leaving _____

Remaining Tenant(s) _____

New Roommate(s) _____

This is a ROOMMATE CHANGE for the above unit for the remainder of the lease term. A non-refundable \$75.00 fee must be paid at the time of this request.

Remaining tenant(s) agree to be responsible for any required cleaning or damage caused by outgoing tenant(s). We agree to be jointly and severally responsible for all cleaning, repairs, and other responsibilities of this rental unit and agree to have the unit acceptable to Horizon Properties' standards when our lease expires and/or we vacate this unit. There will be no move-out inspection at the time of this roommate change. There will be an inspection when all tenants vacate the unit.

The outgoing tenant will be released of its lease agreement when remaining tenant(s) has signed new lease.

Tenant(s) remaining on Lease:

Signature

Signature

Outgoing Tenant(s) and Forwarding Address:

Signature

Signature
