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Resident Change Request

Resident Change Requests are subject to a \$25 Service Charge to complete. Only 1 Resident can be added or removed per sheet. Multiple requests may be subject to multiple service charges.

Address: _____	Unit: _____	City, State: _____
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IMPORTANT: ALL existing residents listed on the lease MUST agree to any Added or Removed Resident Requests prior to taking effect.

This Request is to: <input type="checkbox"/> ADD REMOVE <input type="checkbox"/> the below individual on Effective Date: _____
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Full Name: _____	Birth Date: _____
Phone Number: _____	E-mail Address: _____

If Removing; Forwarding Address: _____
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Added Resident must pass a background check and be approved by Management prior to the above start Date. By signing this document, the Added Resident agrees to all the terms of the most recently signed lease and all agreements, addendums, and property rules.

Removed Resident will not be responsible for any rent or charges past the above Effective Date. All remaining Resident(s) agree that they are responsible for all charges and rent after the above Date.

<i>By signing below the added / removed resident and all current residents agree to add / remove the individual listed above to/from the property listed above and understand the terms listed above.</i>	
Added / Removed Resident: _____	Date: _____
Current Resident #1: _____	Date: _____
Current Resident #2: _____	Date: _____
Current Resident #3: _____	Date: _____

Management Signature: _____ Date: _____