



218-531-9980 * www.HerzogApartments.com * info@herzogapartments.com

103 N. Cascade Street Fergus Falls, MN 56537

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, ZIP:
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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 <input type="checkbox"/> REMOVE the below individual on	Effective Date:
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Full Name:	Birth Date:
Phone Number:	E-mail Address:
If Removing; Forwarding Address:	

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: