

# Lease Amendment Re-Let Request

\_\_\_\_\_ **Lease Start** \_\_\_\_\_ **Lease End** \_\_\_\_\_  
**Property Address**

## CURRENT TENANT

I, \_\_\_\_\_ intend to re-let to the above individual for the duration and remainder of the lease term.

I request to be released from further obligation to the lease agreement effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand all monies owed under the terms of the lease to this date must be paid in full. I understand the replacement re-let tenant is not authorized to occupy the unit until all terms and conditions set forth have been fulfilled and written authorization is provided by Management.

I understand a re-let fee of \$200.00 will be charged to my account and is due at the time of re-letting.

Payment of the re-let fee to be taken from my security deposit of \$\_\_\_\_\_.

*Note: not an option if security deposit held does not total or exceed re-let fee.*

Payment of re-let fee is enclosed.

I understand my replacement must be approved by all the remaining tenants on the lease and the replacement must pay a security deposit equal to the amount currently held on my behalf.

Please transfer my remaining security deposit to the new re-let tenant.

*Note: not an option if Re-let fee to be withheld from security deposit.*

New Re-let tenant will pay their own security deposit.

Signed Lease Holder \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_

## RE-LET TENANT

I, \_\_\_\_\_ intend to re-let from, \_\_\_\_\_  
for the duration and remainder of the said lease. I agree to all the terms of the original lease and assume responsibility as of \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand that I will be responsible for all balances due beginning on the date of this agreement. I understand I am jointly and individually liable for all money owed and the condition of the unit under the terms of the original lease agreement. I understand a copy of the original lease is available, upon my request and the Tenant Handbook, which is a part of the lease, can be accessed online or will be provided, upon my request.

Payment of \$\_\_\_\_\_ for security deposit is enclosed.

Original tenant has transferred their security deposit of \$\_\_\_\_\_ to me.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Printed \_\_\_\_\_

# Lease Amendment Re-Let Request

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We, the other named parties on the original lease, agree to allow the above named original tenant to re-let to the above named individual for the remainder and duration of the said lease. We understand this re-let does not change our agreement to the terms of the original lease. We understand that from this date forward we, the remaining original parties named on the lease, and the new re-let named above are jointly and individually liable for all money owed under the terms of the original lease agreement.

Signatures of Other Named Tenants


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***Management Use Only***

Management denies the above re-let request for the following reason(s):

- Outstanding balance of \$ \_\_\_\_\_ owed.
- Re-let Fee has not been paid.
- Security Deposit has not been paid.
- Inaccurate information provided.
- Written authorization not remitted by all tenants.
- Other: \_\_\_\_\_

Management authorizes the above re-let agreement and agrees to release the original lease holder from responsibility of the original lease agreement effective the above referenced date.

**Management** \_\_\_\_\_ **Date:** \_\_\_\_\_