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### Roommate Release Request

Per the lease agreement, all tenants must complete the Roommate Release form, and the Roommate Release fee must be paid. Remaining tenant(s) must provide updated proof of income from the past 30 days before we can process a Roommate Release. If the remaining tenant(s) do not qualify without the exiting tenant, they cannot be removed from the lease until the remaining tenant(s) are able to qualify on their own.

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Outgoing Tenant(s): \_\_\_\_\_

Remaining Tenant(s): \_\_\_\_\_

\_\_\_\_\_ X As the Outgoing Tenant(s), I (we) do hereby give notice to vacate the property stated above. As the departing tenant, I (we) no longer have any refunds rights to any deposits, and will be released from liability for the remaining term of the lease agreement once the Roommate Release has been approved by TPD Property Management.

\_\_\_\_\_ X As the Remaining Tenant(s), I (we) do hereby release the Outgoing Tenant(s) from the current lease at the property listed above. I (we) do understand I (we) must provide proof of income from the past 30 days and qualify without the Outgoing Tenant in order for the Roommate Release Request to be approved.

Outgoing Tenant(s) Signatures:

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Remaining Tenant(s) Signatures:

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Proof of All Income for remaining tenants       Roommate Release Fee Paid

Request Approved       Request Denied       Checklist Completed