



Process for adding on as a roommate

This process can take 1 to 2 weeks and costs \$250.00 + application fees

New roommates **MAY NOT** move in before the process is complete. If they move in early they become an unauthorized tenant and this can lead to fines and even eviction proceedings.

Step 1: Choose your roommate carefully.

You are jointly responsible for everything. If the rent is not paid in full you are responsible for it even if you've already paid your share. If your roommate destroys the property and refuses to pay, you will get hit for it. This can affect your credit score and landlord reference for years to come.

If the new tenants are not strong applicants, we might require a double deposit. This is added to the ledger of the apartment and is everyone's responsibility.

Step 2: Apply -

The person wishing to add on to the lease needs to submit a completed application and pay the application fee. We have had issues in the past where roommates just assume they are in and so submit incomplete applications with no supporting documents and no application fee. This leads to an automatic denial of the application.

Remember that ALL new tenants must be approved by us even if your potential roommates have already approved you.

Step 3: Find out if you're approved.

You **MAY NOT** move into the apartment yet.

Step 4: Inspection -

We will inspect the unit to determine if there is any damage to the property or if the property needs to be cleaned before new people get added to the lease. If there are any issues, current tenants need to develop a plan to pay for the repairs/cleaning before we add anyone to the lease.

Step 5: Sign and return the add/drop form.

This form must be signed by ALL roommates coming and going. In this document you agree between yourselves how you will handle the deposit, the deposit stays with the property so it is up to the tenants to determine how they will handle it between them. Once all residents have signed the form we will sign it as well and enter the new tenant into the system. The account will be charged a \$250.00 Administrative Fee.

Step 6: Move in - Congratulations, you are now an authorized tenant!



ADD/DROP LEASE MODIFICATION

The following Tenant(s) is/are party(ies) to the Rental Agreement Disclosure for the Property Located At: _____, dated: _____ (date of original Rental Agreement). Hereinafter all references to Tenant shall be singular even if more than one person is named as Tenant. Plum Property Management, LLC (Manager) is also a party to the Rental Agreement.

The undersigned Tenant and Manager hereby agree that:

- The original remaining Tenant, any added Tenant and Manager shall continue to be bound by the terms of the Rental Agreement.
- A dropped Tenant shall be released from the terms of the Rental Agreement, and acknowledges that he/she has vacated the Premises.
- The security deposit paid upon execution of the Rental Agreement will not be released until the initial term or the renewal term (as the case may be) of the Rental Agreement expires. The security deposit of \$_____ paid at the beginning of the lease, will stay with the property until there is a final move out where all tenants have vacated.
- Upon the lease expiration/termination date, the security deposit will be subject to all lawful deductions, pursuant to MCA §70-25-101, et seq. and other applicable law, and any remaining security deposit will be returned in the form of a check payable to each Tenant who is then-named on the lease to one forwarding address provided by Tenant.
- Manager is not responsible for division of the security deposit among multiple tenants. An added/dropped Tenant must resolve any issue of division of the security deposit with the other Tenant.
- An added Tenant is encouraged to review the move in inspection completed on the Premises and review the current condition of the Premises before signing this lease modification. The added Tenant hereby acknowledges receipt of the move in inspection and agrees to be bound by it.
- The undersigned original remaining Tenant (and added Tenant) hereby agrees to be bound by the move-in property condition report and inspection dated the original date of the rental agreement. A copy of the move-in property condition is being provided with this lease modification. If you dispute the findings of this move-in condition report you have 7 (seven) days to notify Plum Property Management of any concerns.
- A move out inspection will be completed pursuant to the terms and conditions set forth in the Rental Agreement at the time the Rental Agreement term expires or is otherwise terminated.
- **Manager requires that each Tenant purchase a policy of Renter's insurance. Policy**



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coverage, which must include no less than the most current taxable value of the Premises in personal liability protection. Tenants must list Plum Property Management, LLC as ADDITIONALLY INSURED on said policy and show/provide proof of coverage no later than the start date of this Rental Agreement being in force and operational. If at any time the policy is not in force, renewed, or dropped during tenancy, the Tenant will be in violation of the Rental Agreement and will be subject to violation fee for each renter not in compliance of this provision.

- Key exchange under this agreement shall be between Tenant and any added/dropped Tenant. Manager will not re-key the Premises, unless specifically requested by Tenant.

Please see Section 6, Rental Agreement for re-key procedures and fees. The undersigned originally remaining (and added) Tenant shall be responsible for return of all keys at the expiration or termination of the Rental Agreement. Please see Rental Agreement, Section 6.

Date

(Signature of all tenants (including added tenant):

Plum Property Management, LLC, By:

Tenant **Printed** Name (original remaining)

Property Manager's Printed

Tenant **Signature** (original remaining)

Name/Signature Date

Tenant **Printed** Name (dropping)

Tenant **Printed** Name (other)

Tenant **Signature** (dropping)

Tenant **Signature** (other)

Tenant **Printed** Name (adding)

Tenant **Printed** Name (other)

Tenant **Signature** (adding)

Tenant **Signature** (other)