

ROOMMATE ADDENDUM QUESTIONS

Q: Is there a form to sign if I am replacing a roommate?

A: You must fill out a roommate addendum. This addendum is used to add or delete a roommate from a lease.

Q: Does the new roommate have to fill out an application? If so, is there a fee?

A: The resident who wishes to have someone take his or her place on the lease must have the new roommate fill out a lease application and return it to Mountain-n-Plains, Inc. with a roommate change fee of \$150.00 prior to move in. An application will not be accepted without the roommate change fee. **NOTE:** If a Co-Signer form is required for approval of your lease application, it must be signed, notarized and returned to us prior to move in.

Q: Do you have any recommendations for the new roommate?

A: We recommend that the new roommate review a copy of the lease and move in packet.

Q: How would I view a copy of the lease and move in packet?

A: The current roommate should have a copy or Mountain-n-Plains, Inc. will make a copy for you upon request.

Q: How is the security deposit handled?

A: The new roommate **must pay the vacating roommate** their portion of the security deposit and last month's rent (if applicable) minus any damages.

Q: What if the current resident owes Mountain-n-Plains, Inc. money?

A: Any account balances due must be paid prior to accepting the new roommate. The new roommate is assuming full responsibility for this property, including, but not limited to, rent, damages, utilities and all outstanding balances due.

Q: Who has to sign the roommate addendum?

A: Mountain-n-Plains, Inc. and all incoming, outgoing, and current residents must sign the roommate addendum. The departing roommate remains responsible for the terms of the lease until the roommate addendum is signed by all parties.

Q: When can the roommate replacing the departing roommate move in?

A: This roommate can move in when all the above items have been completed.

Q: When does the roommate addendum need to be completed?

A: Roommate addendums must be completed in 30 days, or they will be considered VOID.

▶ PLEASE NOTE: The departing roommate, not Mountain-n-Plains, Inc., is solely responsible for making sure the new roommate has completed all the paperwork.