

LEASE ASSIGNMENT REQUEST FORM

NEW PUFFTON VILLAGE - PUFFTON VILLAGE 3 - NEW FORT RIVER - NEW HOLLISTER

- All existing and prospective tenants are required to attend the Lease Assignment appointment, unless a Power of Attorney Form has been provided.
(The Power of attorney form is **NOT** required to be notarized.)
- **Electric (Eversource) MUST be set up PRIOR to the transfer appointment** under the name of the new tenant on lease. The transfer appointment will only take place if this request has been complete and **evidence has been provided**.
- Name changes are effective the day of the Assignment appointment.
- All outstanding rent, assignment fees, and any damages identified during the inspection must be settled in full at the beginning of the lease assignment appointment.
- Only cash is accepted for payments made by outgoing tenants. Failure to make a full payment will necessitate the rescheduling of the appointment.
- The security deposit must be paid to the outgoing tenants by the incoming tenants at the time of the assignment appointment. Please discuss payment details prior to appointment.
- Landlord reserves the right to deny any Lease Assignment or Sublet at its discretion. Reasons for denial include, but are not limited to: violation of the terms of the lease agreement, unpaid rent, unsanitary conditions within the apartment, damages to the apartment beyond wear and tear, unpaid resident charges, etc.

Apartment # _____	Check	
Current Names of Tenants on Lease (Please Print)	if Moving	Phone#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of **New** Applicant(s) (Please Print): Applicants must submit an application on-line through our website, www.pufftonvillage.com If there are 2+ people in a group, please have one person apply as the primary applicant. They will have the opportunity to add a roommate(s) name and guarantor, if applicable.

_____	_____
_____	_____
_____	_____
_____	_____

ASSIGNMENT FEE \$200

LEASE ASSIGNMENT REQUEST FORM

PROCEDURES

All existing and prospective tenants are required to attend the Lease Assignment appointment, unless a **Power of Attorney** form has been submitted.

A **Lease Assignment Request Form** is required to be submitted by the existing tenants to the Rental Office before the desired change date. A fully completed **Rental Application**, along with a photo ID and proof of income or a Guarantor form for each new tenant, is necessary for approval. The application process is now available online via our website, pufftonvillage.com

Once the paperwork has received approval, an **Assignment appointment** can be scheduled with the Rental Office. Appointments are available Monday through Friday, from 8:15 am to 10:30 am and again from 12:30 pm to 2:30 pm. Please note that we cannot schedule appointments the last couple of days of the month.

The Lease Assignment meeting begins at the apartment, where an assessment for damages will be conducted on the unit. After the assessment, you will proceed to the office to finalize all necessary paperwork.

All outstanding rent, assignment fees, and any damages identified during the inspection must be settled in full at the beginning of the lease assignment appointment.

Only cash/check is accepted for payments made by outgoing tenants. Failure to make a full payment will necessitate the rescheduling of the appointment.

The complete **Security Deposit** is transferred during the Lease Assignment. Incoming tenants are required to reimburse outgoing tenants for their share of the security deposit. The arrangements for reimbursement are to be made between the incoming and outgoing tenants, and the method of payment should be discussed before the assignment appointment.

Electric (Eversource) MUST be set up PRIOR to the transfer appointment under the name of the new tenant on lease. The transfer appointment will only take place if this request has been complete and **evidence has been provided**.

The following forms are signed at the assignment appointment:

- New Rental Agreement
- Transfer Agreement (Accepting the condition of the apartment **“as is”**, Lead Paint Certification, Electric form (if necessary), transfer of Security Deposit, and transfer of apartment and laundry room keys.)

PLEASE NOTE:

- **Puffton Village will refrain from painting, cleaning, or shampooing the carpets in the event of a lease assignment.**
- Any cleaning required beyond standard wear and tear will incur a charge upon move-out, regardless of whether the incoming tenants agree to accept an unsanitary apartment assignment.
- Landlord reserves the right to deny any Lease Assignment at its discretion. Reasons for denial include, but are not limited to: violation of the terms of the lease agreement, paid rent, unsanitary conditions within the apartment, damages to the apartment beyond wear and tear, unpaid resident charges, etc.

ASSIGNMENT FEE \$200