

## LEASE ASSIGNMENT REQUEST FORM

New Puffton Village – Puffton Village 3 – New Fort River – New Hollister

**Assignment Fee is \$200.00**

- All current and incoming residents need to be present at the Lease Assignment appointment, unless a notarized Power of Attorney Form has been submitted.
- Name changes are effective the day of the Assignment appointment.
- Any outstanding rent, Assignment Fee, and any damages incurred at the inspection must be paid in full at the beginning of the Lease Assignment appointment. **We can only accept cash for any payments made by an outgoing tenant.** Failure to pay in full will result in a rescheduled appointment.
- The Security Deposit must be paid to the outgoing tenants by the incoming tenants at the time of the Assignment appointment. Please discuss the form of payment expected prior to appointment.
- Incoming tenants will receive the apartment and laundry keys from the outgoing tenants.

Apartment Number \_\_\_\_\_

**Current Names of Tenants on Lease (Please Print):**

<u>Check if Moving</u>	<u>Phone #</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Names of New Applicant(s) (Please Print):** Applicants must submit an application, provide a photo ID, and proof of income/notarized Guarantor Form for approval.

<u>Phone #</u>
_____
_____
_____
_____

## LEASE ASSIGNMENT PROCEDURES

All current and new tenants must be present for the Lease Assignment appointment, unless a notarized Power of Attorney form has been submitted. This is the day the names on the Lease are legally changed.

- A Lease Assignment Request Form must be submitted by the current tenants to the Rental Office prior to the requested date of change. A completed Rental Application, Photo ID, and proof of income/notarized Guarantor Form for each incoming tenant must be submitted for approval.
- Once the paperwork has been approved, the Assignment appointment can be scheduled with the Rental Office. **Appointments are Monday through Friday from 8:15 am until 10:30 am and again from 12:30 pm to 2:30 pm.** We cannot schedule on the last 3 days or the first 3 days of the month.

### **The following will occur during your Assignment appointment:**

- The Lease Assignment appointment starts at the apartment where an inspection for damages will be completed on the unit. Following the inspection, you will come over to the Office to complete all of the paperwork.
  - a. Outgoing and incoming tenants must agree on the cleanliness of the apartment. **Puffton Village will not paint, clean or shampoo the carpets.** Cleaning needed beyond normal wear and tear will be charged upon move out, even if the incoming tenants accept a dirty apartment upon Assignment.
- Any outstanding rent, Assignment Fee, and any damages incurred at the inspection must be paid in full at the beginning of the Lease Assignment appointment. **We can only accept cash for any payments made by an outgoing tenant.** Failure to pay in full will result in a rescheduled appointment.
- The full Security Deposit is transferred at the Lease Assignment appointment. Incoming tenants must reimburse outgoing tenants their portion of the security deposit. The reimbursement arrangements are between incoming and outgoing tenants, and the form of payment should be discussed prior to the Assignment appointment.
- 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 Form
    - Transfer of apartment and laundry room keys