

ADDING ROOMMATES TO LEASES

- Residents may add a roommate to their lease at any time (they **MUST NOT** exceed occupancy limits)
- Enter new roommate(s) in Yardi, input the move-in date the new roommate(s) wishes to be added and their relationship to leaseholder (this must be done in order to process the credit screening)
- All leaseholders (current and new) **MUST** fill out a new application, pay the application fee and **qualify** through Yardi
 - If an additional deposit is required, this must be paid in full prior to approving the addition
 - You must submit a help desk ticket to re-print the security deposit page of the lease to reflect the new deposit amount, this page must be initialed by all leaseholders (current and new)
- Print the Roommate Addition form from the right hand side of the resident screen in Yardi. It will pre-fill with the date of move-in that was entered on the roommate screen. This form must be signed by **ALL** leaseholders.
- **PROPERTY MANAGER MUST APPROVE ALL ROOMMATE ADDITIONS. THEY MUST CHECK THE APPLICATIONS AND ROOMMATE ADDITION FORM TO VERIFY THAT EVERYTHING WAS DONE ACCORDING TO PROCEDURE**

REMOVING ROOMMATES FROM LEASES

- Residents may remove a roommate from their lease at any time
- All existing leaseholders **MUST** fill out a new application, pay the application fee and **qualify** through Yardi
 - If an additional deposit is required, this must be paid in full prior to approving the release.
 - You must submit a help desk ticket to re-print the security deposit page of the lease to reflect the new deposit amount, this page must be initialed by all remaining leaseholders
- Enter the move-out date the roommate will be removed from the lease on their roommate screen, uncheck the lessee button and enter a move out reason.
- Print the Roommate Release Form from the right hand side of the resident screen in Yardi. This form must be signed by **ALL** leaseholders.
- **PROPERTY MANAGER MUST APPROVE ALL ROOMMATE REMOVALS. THEY MUST CHECK THE APPLICATIONS AND ROOMMATE REMOVAL FORM TO VERIFY THAT EVERYTHING WAS DONE ACCORDING TO PROCEDURE**