



NOTICE OF TENANT REQUEST TO PARTIALLY VACATE PREMISES (TENANT TRANSFER)

INSTRUCTIONS AND LIMITATIONS FOR COMPLETION AND USE OF THIS FORM

- Any notice of change of tenancy must be in written form, must be signed by all tenants, and must be delivered to lessor in person, by USPS mail or as an emailed pdf document. Notices are not valid until received by lessor. Verbal notices of any sort are unenforceable and will not be accepted. All adult contracted tenants must identify on this form as either "vacating" or "remaining."
- A "Notice of Intent to Partially Vacate Premises" shall be used only for instances when one of more contracted tenants wish to vacate, but one or more contracted tenants wish to remain in possession of premises. If this process is successfully negotiated to conclusion, this notice will NOT entirely vacate unit.
- Those named tenants hoping to remain in possession (plus any added applicants, if applicable) will be required to submit updated applications (including application fees and pet applications as appropriate), and must requalify prior to continued tenancy. Negatively changed circumstances of "remaining" tenants may result in lessor refusal to continue tenancy; if tenant revision is disallowed, all named tenants will be delivered appropriate written notice to vacate by lessor.
- If continued tenancy of "remaining tenants" is approved, lessor will not release any security deposit accounting; financial liabilities and accounting of departing tenants must be transacted between departing and remaining (and incoming, as appropriate) tenants. If remaining (and additional) tenants' circumstance warrants, an INCREASE in security deposit may be required prior to execution of revised contract. Security deposit will not be DECREASED mid-tenancy.
- A document preparation fee and/or unit analysis fee will be required of requalifying tenants, and must be paid upon demand by lessor.
- By their signature(s) below, vacating resident(s) authorize DeDe's Rentals to provide tenancy information to prospective landlords or mortgageors.

PROPERTY ADDRESS: _____ **APT #:** _____
RESIDENT NAME(S): _____

All residents of legal age (18+) are listed below, with specific indication of intent to vacate, or to remain in tenancy if independently qualified to do to:

	<u>RESIDENT NAME</u>	<u>intending to:</u>	<u>VACATE</u>	<u>or</u>	<u>REMAIN</u>
1)	_____		<input type="checkbox"/>		<input type="checkbox"/>
2)	_____		<input type="checkbox"/>		<input type="checkbox"/>
3)	_____		<input type="checkbox"/>		<input type="checkbox"/>
4)	_____		<input type="checkbox"/>		<input type="checkbox"/>

NOTE: If more than four adult residents, complete and attach an additional notice to vacate

ALL Adult Residents (18+) sign and date below.

_____ Resident #1 signature	_____ Date	_____ Primary phone	_____ Email address
_____ Resident #2 signature	_____ Date	_____ Primary phone	_____ Email address
_____ Resident #3 signature	_____ Date	_____ Primary phone	_____ Email address
_____ Resident #4 signature	_____ Date	_____ Primary phone	_____ Email address

