



Vicky Fanea-Burnett
Residential and Commercial
Management-Broker

Tim Burnett
Facilities Manager

Anthony Burnett
Property Manager

Roommate Change Request

I, _____ (Departing Tenant) and
_____ (New Tenant) agree that the Departing Tenant hereby transfers
all right, title, and interest in the **lease, and security deposit**, associated with that certain lease dated
_____ for the property located
at _____ City _____ Colorado.

It is understood by all parties to this agreement that any let or sublet of the above named property and lease
must be approved by Property Management Services and Solutions prior to effecting any transfer.

**All Tenant(s) on the current, existing lease must sign and date below agreeing to the change request
and this request is not considered valid until approved and signed by Property Management Services
and Solutions. The \$250.00 roommate change fee is still applicable as per lease agreement.**

Departing Tenant Name

New Tenant Name

Departing Tenant Signature

New Tenant Signature

Date

Date

Existing Tenant Name

Existing Tenant Name

Existing Tenant Signature

Existing Tenant Signature

Date

Date

Property Management Services and Solutions