

Rules for Change in Tenancy
(Roommate Switch, Departure or Addition)

1. All potential, new roommates must **first** complete a Peak Property Management rental application, pay the application fee and obtain approval.
2. Once the application is approved, **ALL** tenants must sign a roommate add/switch form. The form is not valid until signed by **ALL** roommates, including anyone who is departing.
3. The Change in Tenancy fee is \$150.
4. Any balance on the account must be paid in full by the existing tenants **BEFORE** the new tenant(s) can be added.
5. Security deposits will **NOT** be returned unless **ALL** tenants have moved out and a final walk-through has been completed. Therefore:
 - *The new tenant(s) and departing tenant(s) must decide together on how best to exchange any security deposit amongst themselves.