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Request for Tenancy Amendment

If any one of the tenants on a tenancy agreement serves the landlord notice to end the tenancy, the tenancy ends for all of the tenants in the rental unit on the effective date of the notice. A written agreement with the landlord is required for any tenants who want to continue renting the unit.

SECTION 1 - To be completed by tenant(s) vacating:

**YOU MUST GIVE ONE FULL CALENDAR MONTH'S NOTICE
SECURITY DEPOSIT MUST STAY WITH THE UNIT.**

Today's Date: _____

Tenant's Name (s): _____

Rental Address: _____

Please accept this as my notice to be vacating the rental and to be removed from the rental agreement as of _____, 20____ (date vacating unit) I hold no claim to the security deposit.

Pre-authorized payments, if applicable, will be stopped as of the vacating date.

Signature of tenant #1

Signature of tenant #2

SECTION 2 - To be completed by tenant(s) requesting to stay:

The tenant(s) requesting to stay with the rental unit accepts the condition of the unit and the responsibility for any damage. Your Property Manager will review your request to stay and let you know once a decision has been made.

Enter the \$ amount your rent will be adjusted to (if you are on PAP) effective the date above.

Print name of tenant #1

Signature

New PAP amount

Print name of tenant #2

Signature

New PAP amount

Print name of tenant #3

Signature

New PAP amount

SECTION 3 - To be completed by Property Manager:

Completed request received on: _____

Notes:

New rental agreement required? Yes or No

If yes: Month to month or 12 months

Current rent or \$_____ new rent

PM contacted tenants _____

PM's signature _____

Existing tenants are approved? Yes or No

Date tenants contacted _____