

**Hills and Homes Property Management, Inc.**  
**Tenant Notice of Intent to Vacate**  
**Roommate Change Form**

This form can be used to give us notice if one or more tenants are moving out of the rental property. Please complete the following **completely** and remit to your Property Manager at the contact information listed below:

**Hills and Homes Property Management, Inc**  
**5350 Commerce Blvd, Suite A**  
**Rohnert Park, Ca. 94928**  
**707-585-2913 Office**

**Today's Date:** \_\_\_\_\_ **Move Out Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Current Residents on Lease & Contact information:

\_\_\_\_\_  
\_\_\_\_\_

By Signing below all tenants of the above mentioned property address understands that one or more tenants are to be vacating the premises. Vacating tenants are responsible for all obligations of the lease until a replacement roommate is approved. Roommate change procedures are attached for your reference. **All paperwork must be completely signed by all parties before new tenant can move in.**

**RESIDENT'S SIGNATURES:**

**CIRCLE ONE:**

NAME: _____	SIGNATURE: _____	VACATING	REMAINING
NAME: _____	SIGNATURE: _____	VACATING	REMAINING
NAME: _____	SIGNATURE: _____	VACATING	REMAINING
NAME: _____	SIGNATURE: _____	VACATING	REMAINING
NAME: _____	SIGNATURE: _____	VACATING	REMAINING
NAME: _____	SIGNATURE: _____	VACATING	REMAINING

**INCOMING ROOMMATE NAME & CONTACT INFORMATION:**

\_\_\_\_\_

MOVE IN DATE REQUESTED: \_\_\_\_\_

\_\_\_\_\_

Office Use Only: RECEIVED DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_ APPLICATION RECEIVED ON: \_\_\_\_\_

## Hills and Homes Roommate Change Procedures

### VACATING ROOMMATE:

- All amounts owed for the property must be paid in full before any roommate change can occur. Since the new roommate is assuming all responsibility, old balances must be cleared up before the new roommate will be approved.
- The vacating tenant(s) must deliver completed Tenant Notice of Intent to Vacate form to Hills and Homes Property Management with all tenant signatures and pay \$150 roommate change fee. This may be paid by cash or money order only.
- On departure, the vacating tenant should leave his/her unit keys, or remotes with the remaining roommates
- The vacating tenant will make sure to leave the space they occupied clean, free of damages or repairs, and everything in working order.
- The vacating tenant has the responsibility to make sure all necessary paperwork is completed.

**Please Note:** Under state law, the vacating tenant is not released from any obligation under the lease agreement or entitled to any deposit refund until all necessary paperwork is completed, and all steps and conditions have been fulfilled as necessary to be removed/replaced as tenants by Hills and Homes Property Management.

**This means, when the roommate vacates with incomplete paperwork, and other tenant(s) remain in possession of the premises, the vacating tenant remains liable for all rents and damages due under the lease agreement.**

### REPLACEMENT AND/OR REMAINING ROOMMATES:

- Hills and Homes Property Management, Inc is not responsible for finding a replacement roommate. *We recommend replacement roommate completing application process well before move out of vacating tenant.*
- A replacement roommate must submit a completed and signed application, and a cosigner application if necessary, plus a **\$40.00 fee per application**, payable by cash, cashier's check or money order only, to Hills and Homes office. Once Hills and Homes have approved the replacement roommate, Hills and Homes will email out the necessary lease documents for signing by all roommates and cosigners. **The lease documents must be signed within 48 hours.**
- The replacement roommate is **not allowed** to move into the property until all necessary documents are signed.
- The replacement roommate must pay the departing tenant their portion of the security deposit less any damages or necessary cleaning
- The replacement roommate along with the remaining roommates accepts full responsibility for any damages that may have occurred at the property during the lease term. The property will not be inspected by Hills and Homes.
- Where the remaining roommate(s) have decided not to replace a roommate, the remaining roommate(s) will be responsible for the total rent, plus the refund of security deposit if applicable.

**Thank you for following this checklist to ensure a smooth move out process!**