

Roommate Add Request Form Instruction Sheet

The purpose of the Roommate Add Request Form is to request the addition of a roommate to an existing lease. The new roommate will be added to the existing lease term and the two roommates will become legally responsible (jointly and severally liable) for the apartment for the duration of the lease or until one roommate is released from the lease or both roommates terminate the lease agreement. The new roommate must meet eligibility requirements for the University Apartments by being one of the following:

- Enrolled Graduate Student
- Post Doc
- Faculty
- Academic Staff

Instructions for filling out the form:

Apartment Address: Write in the apartment community name, number and letter of the apartment.
(For example: Eagle Heights 101A)

Name: Print the name of the person currently residing in the apartment in the first column. Print the name of the person who is requesting to be added to the lease in the column to the right.

ID Number: Write in each person's campus ID number.

Birth Date: Write in each person's birth date including month, day and year.

Eligibility Status: Circle the status that makes each person eligible for the apartment.

Department Name: Write in the department name with which each student is affiliated.

Department Phone: Include a department phone number.

Date expected to move in: For the person requesting to be added to the lease, list a date that the person would like to move in the apartment. This date will be used to issue keys and check the new resident in.

Person adding agrees to being legally liable for the apartment account on: This is the date at which time both roommates will be held legally responsible for the rent on the apartment. This date must be agreed upon by both roommates and may be any time between the date the roommate moves in and the end of the lease. If a previous roommate has been released from this lease, the date chosen must be after the date through which that person is being held legally liable on the apartment account.

Because the new roommate is adding unto an existing lease, they must agree to assume responsibility for the apartment AS IS. A new Apartment Accountability Record will not be issued in the middle of a lease term. We recommend you discuss with the new roommate how you will handle any damage that was done to the apartment prior to their moving in.

Signatures with Dates: Both roommates must sign and date the form.

Roommate Add Request Form

Apartment Number				
	Resident Currently in Apartment		Resident Requesting to be Added to the Lease	
Name:				
Campus ID:				
Birth Date:				
E-mail:				
Phone number:				
Eligibility Status (Circle one):	Student Faculty	Academic Staff Post Doc	Student Faculty	Academic Staff Post Doc
Department Name:				
Department Phone:				
Date Expected to move in:	Not applicable			
Person adding AGREES to become LEGALLY LIABLE (jointly and severally) for the apartment account on:				
<p><i>By signing this document, I am requesting that University Apartments add one roommate as an occupant of the listed apartment. Because the new roommate is joining an existing lease, the new roommate agrees to assume responsibility of the apartment AS IS. The new roommate will become legally (jointly and severally) liable for rent on the date listed above and will assume all liability for the apartment account until the termination of the lease or until a roommate is released from the lease.</i></p>				
Signatures				
Date of Signature				