



1251 N. Cole Road. • Boise, ID 83704 • (208) 321-1900 • Fax: (208) 321-1901

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### Roommate Release Request

**Per the lease agreement, all tenants must complete the Roommate Release form, and the Roommate Release fee must be paid. Remaining tenant(s) must provide updated proof of income from the past 30 days before we can process a Roommate Release. If the remaining tenant(s) do not qualify without the exiting tenant, they cannot be removed from the lease until the remaining tenant(s) are able to qualify on their own.**

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Outgoing Tenant: \_\_\_\_\_

Remaining Tenant: \_\_\_\_\_

\_\_\_\_\_ X As the Outgoing Tenant(s), I (we) do hereby give notice to vacate the property stated above. As the departing tenant, I (we) no longer have any refunds rights to any deposits, and will be released from liability for the remaining term of the lease agreement once the Roommate Release has been approved by First Rate Property Management.

\_\_\_\_\_ X As the Remaining Tenant(s), I (we) do hereby release the Outgoing Tenant(s) from the current lease at the property listed above. I (we) do understand I (we) must provide proof of income from the past 30 days and qualify without the Outgoing Tenant in order for the Roommate Release Request to be approved.

Outgoing Tenant(s) Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Remaining Tenant(s) Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Proof of Income from all Remaining Tenants

Roommate Release Fee Paid

Request Approved

Request Denied

Checklist Completed

Received by: