



What we need from you:

- New Tenant needs to apply- \$45 app fee
- Completed Roommate Exchange Form (RE Form)
- \$150 processing fee
- Notarized Waiver of Change
- Please note you have 10 days to submit all paperwork and sign the lease addendum or the process will be canceled.
- To apply a 2nd time, the fee will increase to \$300.
- Failure to meet deadlines a 2nd time, the process will be canceled and you will not be eligible to apply again.



1 Find your new roommate! The new tenant must apply online. Visit www.lunaproperties.biz Rentals>Property Listings>Scroll to the bottom "Roommate Exchange and/or Co-Signer" The application fee is \$45.

2 Tenant must be approved before moving into the property. If the tenant moves in before approval, this is considered a lease violation by allowing an unauthorized occupant.

3 Tips for Navigating the Roommate Exchange Form
 >New tenant fills out page 2
 >Vacating tenant fills out page 3
 >Remaining tenants fill out page 4

4 All tenants must agree and sign the waiver of change (page 5). The form must be notarized. The waiver states that the new tenant accepts the property AS IS on move-in, there will not be an inspection conducted by Luna. The security deposits are settled between tenants moving in and out. **NO Security Deposits will be returned from Luna Properties during this process.**

5 Bring in the signed and notarized Roommate Exchange Form to the office at 605 W Peach St #201 or email it to kyla@lunaproperties.biz for processing.

6 New tenant will be added to current lease once approved. A \$150 Fee will be applied to the portal. All current tenants will receive a Lease Addendum for everyone to sign.

7 Once the \$150 fee has been paid, the Lease Addendum has been signed, and the Renters Insurance has been added for the new tenant, the Roommate Exchange process will be complete!



Roommate Exchange Form: Procedure

Roommate change requests sometimes are a result of unpleasant or strained relationships between roommates. It must be remembered that roommates who are bound to a rental agreement for an apartment have a contractual agreement not only with the landlord, but also amongst themselves. Problems between roommates are not the responsibility of Luna Properties and such problems must be resolved between the roommates involved.

New tenant must submit an application and processing fee of \$45.00. Tenant must be approved before moving into the property. If tenant moves in prior to approval it is considered a lease violation by allowing an unauthorized occupant.

All tenants must agree and sign the waiver of change and this form must be notarized. The roommate exchange fee of \$150.00 is due at the time this form is submitted. The waiver states that new tenant accepts property AS IS on move in and that security deposits are settled between tenants moving in and out. NO Security Deposits will be returned from LP during this process. New tenant will be added to current lease once approved.

Existing balances must be paid in full by the existing tenants BEFORE the new tenant(s) can be added. Once the new tenant's application is approved, ALL tenants must sign the roommate exchange form. The form is not valid until signed by ALL roommates.

The new tenant(s) and vacating tenant(s) must decide together on how best to exchange any security deposit between themselves. Again, NO Security Deposits will be returned from LP during this process.

Luna Properties WILL NOT conduct a premises inspection for a roommate exchange. If there is any damage that exists at the time of the move-in of the new roommate, it is between the new roommate, the old roommate, and the remaining roommates to settle the charges between themselves. If applicable, roommates may want to plan for charges at the end of the lease such as for carpet cleaning, etc., as specified in the lease.



Roommate Exchange Form: New Tenant

Property Address: _____

New Tenant Name: _____ Move In Date: _____

I, **New Tenant**, have been approved by Luna Properties to become a tenant at the above-named property and I have read and understand all of the terms and responsibilities of the rental agreement for the property at the aforementioned address. I agree:

1. To sign the lease contract and be joint and severally bound by said agreement, rules, and regulations for the property of which I will be a resident.
2. That I am accepting the current condition of the property at the time of my move in and that when I move out I may be responsible for damages that may have occurred prior to my signing on to the rental contract.
3. To accept the contractual position of the roommate I am replacing in regards to the security deposit, damages and return of said deposit. I understand that I may be held responsible for unpaid charges and/ or damages at the end of the lease term.
4. That any further assignment or other transfer of any of the rights of the New Tenants will require written approval of the Landlord as set forth in the Lease.
5. I paid \$_____ to the vacating tenant for their portion of the security deposit that they originally paid to (and will remain with until all tenants have vacated) Luna Properties.

Printed Name

Signature

Date



Roommate Exchange Form: Vacating Tenant

I, Vacating Tenant, understand that I am responsible for all obligations under the rental agreement related to the above-named property until the approved New Roommate has signed the lease. I also agree that:

1. Any existing account balance has been paid and the Roommate Exchange fee has been paid at the time of the new tenant's move in date.
2. I understand that once the new roommate has been approved and has signed on to the lease, that I (vacating tenant) will at that time be released of my obligations under the rental contract.
3. I received \$_____ from the new tenant as my portion of the security deposit that I paid to Luna Properties. I understand that Luna Properties will not return any security deposit to me at this time nor at any time in the future

Printed Name

Move Out Date

Signature

Date



Roommate Exchange Form: Remaining Tenants

I/We do hereby approve of the New Roommate. We agree to this modification of the lease agreement and release vacating tenant from any responsibility as to the condition of the property or any monies due after the new roommate is approved and moves in.

1. I/We understand that Luna Properties will not conduct an inspection of the premises at the time of this roommate exchange.
2. I/We understand that we are joint and severally bound by the lease agreement, rules, and regulations.
3. I/We understand that we are joint and severally bound by the lease agreement, rules, and regulations.

Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name Luna Representative	Signature of Luna Representative	Date
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Signature and Acknowledgement

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

**STATE OF MONTANA
COUNTY OF GALLATIN**

The instrument was acknowledged before me on the date of _____

by Tenant 1 _____, Tenant 2 _____, Tenant 3 _____.



Notary Public for the State of Montana

Printed Name

Residing at _____

My Commission Expires _____