

LEASE ASSIGNMENT REQUEST FORM

New Puffton Village – Puffton Village 3 – New Fort River – New Hollister

Assignment Fee is \$100.00

The following must be submitted to the Rental Office for approval:

1. Rental Application
2. Guarantor Form
3. Photo I.D.

****The Assignment cannot be completed until all outstanding rent, damages and assignment fee are paid in full****

****The Security Deposit cannot be used by tenant for any monies due (refer to Assignment Procedures)****

****Only cash payments are accepted from outgoing tenants****

****Laundry cards/keys issued to outgoing residents must be given to new tenants at the Assignment****

****All current and new tenants must be present for unit inspection and completion of paperwork****

Apartment Number _____

Current Names of Tenants on Lease (Please Print):

	<u>Check if Moving</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of New Applicant(s): (Completed application, Photo I.D. and Guarantor form must be submitted for approval)

Name changes are effective the day of the Assignment appointment. Assignment appointments are between 8:30 am and 2:30 pm. There are no weekend appointments.

Puffton Village does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in its federally assisted programs and activities.

LEASE ASSIGNMENT PROCEDURES

The following must be strictly adhered to if any lease change is to be completed during the term of the lease. All tenants **(leaving, staying or new)** must be present for the Assignment appointment, unless a notarized Power of Attorney form has been submitted.

1. A Lease Assignment Request Form must be submitted to the Rental Office prior to the requested date of change. A completed Rental Application, Photo ID, and if applicable, notarized Guarantor Form for each incoming tenant must be submitted for approval.
2. No rent, damages or other charges can be owed. No personal checks are accepted from any tenant going off lease for any outstanding balance.
3. Condition of the unit at time of Assignment:
Any damages found during inspection must be paid for in cash, money order or bank check before the Assignment can be completed.
4. Outgoing and incoming tenants must agree on the cleanliness of the apartment. **Puffton Village will not paint, clean or shampoo the carpets.** Cleaning needed beyond normal wear and tear will be charged upon move out, even if the incoming tenants accept a dirty apartment upon Assignment.
5. The Assignment appointment must be scheduled with the Rental Office once all paperwork has been approved.

The following will occur during your Assignment appointment and all changes are effective upon completion of paperwork:

- A move out and move in inspection will be completed on the unit.
- The full Security Deposit is transferred with the lease. Incoming tenants must reimburse outgoing tenants their portion of the security deposit. The reimbursement arrangements are between incoming and outgoing tenants, and need to be paid the day of the Assignment appointment.
- The following forms are signed at the Assignment appointment:
 - Rental Agreement
 - Transfer Agreement which includes Accepting the Apartment “As Is”
 - Lead Paint Certification
 - Electric Form (if necessary)
 - Transfer of Security Deposit Form
 - Laundry Room Key