

**BITTERROOT PROPERTY MANAGENT INC.**

414 WEST BROADWAY  
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**Tenant Add/Drop Request Form**

**Please be advised that BPM only allows one Add/Drop per lease term. A non-refundable \$150.00 Add/Drop fee will be charged to the tenant ledger. Application Fees for new tenants apply.**

**This form must be signed by all parties.**

THIS IS A LEGALLY BINDING DOCUMENT, CONSISTING OF 4 PAGES. IF NOT UNDERSTOOD, TENANT(S) IS ADVISED TO SEEK THE ADVICE OF COMPETENT LEGAL COUNSEL BEFORE SIGNING.

This form must be signed by all residents. This addendum is contingent upon application, approval, and utility transfer. This is not a lease agreement or an addendum to a rental agreement. Signing this form does not release anyone from current rental agreement terms and obligations. The add/drop process is not complete until the new rental agreement or an addendum to the original rental agreement has been signed and satisfactorily concluded by BPM INC.

**NEW TENANT(S) MAY NOT RESIDE AT PROPERTY UNTIL THE NEW LEASE IS SIGNED BY ALL REMAINING AND NEW TENANTS. IF ADDING TENANT(S) OCCUPIES THE PREMISES PRIOR TO SIGNING THE NEW RENTAL AGREEMENT, THE TENANT(S) WILL BE CONSIDERED UNATHORIZED, AND A VIOLATION LETTER WILL BE ISSUED.**

**Definitions:**

**Existing tenants:** tenants on the original rental agreement.

**New Tenant(s):** persons requesting to be added to the rental agreement with permission from BPM and “remaining tenant(s)”.

**Departing Tenant(s):** tenant(s) on the current rental agreement requesting to leave and be removed from the rental agreement and tenant responsibilities.

**Remaining Tenant(s):** tenants on the current rental agreement requesting that “departing tenant(s)” be approved to leave and be removed from the rental agreement and tenant responsibilities.

**Process for Removing Current Tenant(s) and Adding New Tenant(s); “ADD/DROP”**

You may be in a situation where some co-tenants want to move out (“Departing Tenants”) and be replaced with new co-tenants (“New Tenants”) who will live with those who are staying (“Remaining Tenants”).

In order to do this, you will need to follow the following steps and clearly communicate with all parties.

### **Step 1: Notify BPM and Carefully select New Tenants(s).**

You should start by telling BPM in writing what is going on (email works best). We will want to know the circumstances, move out/move in dates, and names of prospective New Tenant(s).

New Tenant(s) should walk through the rental in person, approving of not only the premises, but of the Remaining Tenants. New Tenants will need to be ready to commit to the original lease terms. BPM will only approve of one ADD/DROP per lease term.

You are jointly responsible for everything. If the rent is not paid in full you are responsible for it even if you've already paid your share. If your roommate destroys the property and refuses to pay, you will be held responsible for this. These issues can affect your credit score and landlord reference for years to come.

If the New Tenant(s) are not strong applicants, we might have to decline them, or we might require an extra security deposit. This is added to the ledger of the apartment and is everyone's responsibility.

### **Step 2: Prospective New Tenants Apply**

We will need the new roommates to apply and be approved. They can apply online at <https://bitterrootmanagement.com/rentals> under the General Properties Application property. They should apply as soon as possible to help things go smoothly.

### **Step 3: Approval or Denial**

After applications are processed, BPM will tell all parties whether prospective New Tenants have been approved or denied. **New Tenants may not move in yet.**

### **Step 4: Sign and Return the ADD/DROP Form**

We will need **ALL** New Tenants, Remaining Tenants and Departing Tenants to review and sign the Add/Drop form. In this document you agree between yourselves how you will handle the deposit, the deposit stays with the property so it is up to the tenants to determine how they will handle it between them. New Tenants are accepting the properties as it is and accept that they will be held accountable for cleaning and damages at move out along with the Remaining Tenants. Once all Tenants have signed the form, BPM will sign it too. **This "Add/Drop" process will include a \$150.00 charge to the tenants.**

We can provide you a paper copy from our office or email you a PDF version. We can also create an electronic signature version for all parties to sign via email. **We have found that the electronic signature version greatly speeds up the process. If you would like to sign the ADD/DROP form via electronic signatures, tell us in writing (email) and we will set it up and notify you when it has been sent.**

### **Step 5: Pay ADD/DROP Fee**

Once the ADD/DROP form has been signed by all parties, the \$150.00 ADD/DROP fee will be posted to the tenant ledger. Once this is added to the tenant ledger it is everyone's responsibility. The ADD/DROP process will not move forward until this fee is paid.

**Step 6: Sign an addendum to the Rental Agreement (lease).**

The final step of the ADD/DROP process is for ALL parties (Manager, New Tenants, Remaining Tenants, Departing Tenants) to sign an ADDENDUM TO THE RENTAL AGREEMENT. This addendum will state the changes of the tenant and the agreed upon ADD/DROP process. BPM may require all New and Remaining Tenants to sign a new Rental Agreement (lease).

**Doing an “ADD/DROP” should not be taken lightly, it is a process that needs clear communication and understanding from all parties.**

- ***Existing tenant(s) account must be at a \$0.00 balance before any tenant replacements will be processed.***
- ***Application fees apply for new tenants. All new tenants must be approved by Bitterroot Property Management, Inc. for addendum to be completed. If new tenants are declined this transaction is null and void.***
- ***A property condition inspection will be done in conjunction with this transaction. Departing tenant(s) are to leave the property clean and without tenant caused damages.***
- ***Remaining or departing tenant(s) are still responsible for rental agreement terms and obligations (i.e. rent, utilities, lawn care, snow removal, maintenance, etc.), until new rental agreement has been signed by all parties.***
- ***After the add/drop process is complete and a new lease agreement or an addendum to the original lease agreement has been signed, remaining tenant(s) and new tenant(s) assume full and equal responsibility for the payment of rent, the condition of the property, and terms of the rental agreement.***
- ***A letter of release will be issued to all concerned parties via email at the completion of this transaction.***
- ***Existing, departing, and new tenant(s) and understand that security deposit and key transfer between residents is their responsibility and not that of Bitterroot Property Management, Inc***

**PROPERTY**

**ADDRESS \_\_\_\_\_ (Premises)**

**Existing Tenants:**

**NAME: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

Lease duration: \_\_\_\_\_ --- \_\_\_\_\_

Tenant(s) request to release \_\_\_\_\_ from lease.

Tenant(s) request to add \_\_\_\_\_ to lease.

**REQUESTED NEW TENANT RELEASE:**

I, \_\_\_\_\_ (Requested New Tenant(s)) request to become an additional tenant with full tenant responsibility, financial and otherwise, at the above indicated rental address (premises). I understand I may not move into the premise prior to applying and being approved through Bitterroot Property Management Inc. I understand that security deposit and key transfer between residents is their responsibility and not that of Bitterroot Property Management, Inc. I have physically inspected the rental indicated above and accept its current condition.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**BY SIGNING BELOW EXISTING TENANTS ACKNOWLEDGE THAT THEY UNDERSTAND AND AGREE TO THE TERMS OF THE "ADD/DROP" PROCESS AS STATED ON THIS 4 PAGE DOCUMENT.**

**EXISTING TENANT 1**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EXISTING TENANT 2**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EXISTING TENANT 3**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EXISTING TENANT 4**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EXISTING TENANT 5**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**MANAGEMENT**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_