

BITTERROOT PROPERTY MANAGENT INC.

414 WEST BROADWAY
MISSOULA, MONTANA 59802
(406) 549-9631

Tenant Request to add additional Tenant(s)

Definitions:

Existing tenant(s): 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)".

This form must be signed by all residents. This addendum is contingent upon application, approval, and utility transfer. This is not a lease 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 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.

PROPERTY ADDRESS _____

Existing Tenant(s):

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

REQUEST TO ADD THE FOLLOWING TO THE RENTAL AGREEMENT

New tenant(s):

NAME: _____ Phone #: _____ Email: _____

NAME: _____ Phone #: _____ Email: _____

Lease duration: _____ --- _____

Tenant(s) request to add _____ to lease.

REQUESTED NEW TENANT RELEASE:

I, _____ 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: _____

- **Existing tenant(s) account must be at a \$0.00 balance before any tenant additions will be processed.**
- **For new tenants a non-refundable fee of \$25.00 is to be submitted with each application. Then, if approved, another \$30.00 per person for completing the move in process. 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 may be performed in conjunction with this transaction. Any charges for damages or cleaning that are assessed as a result of the inspection will be the responsibility of the existing resident(s).**
- **After the tenant adding process is complete and a new lease agreement has been signed, existing 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.**
- **Existing tenant(s) understand that security deposit and key transfer between residents is their responsibility and not that of Bitterroot Property Management, Inc.**

EXISTING TENANT
SIGNATURE _____ DATE _____

EXISTING TENANT
SIGNATURE _____ DATE _____

EXISTING TENANT
SIGNATURE _____ DATE _____

EXISTING TENANT
SIGNATURE _____ DATE _____

MANAGEMENT SIGNATURE _____ DATE _____