

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

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 must be submitted with this form. Application Fees for new tenants apply. This form must be signed by all parties to be accepted.

Bitterroot Property Management, Inc reserves the right to refuse any tenant change requests and hold tenants responsible to the original Rental Agreement.

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.

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 _____ (Premises)

Existing Tenants:

NAME: _____	PHONE# _____	EMAIL: _____
NAME: _____	PHONE# _____	EMAIL: _____
NAME: _____	PHONE# _____	EMAIL: _____
NAME: _____	PHONE# _____	EMAIL: _____

Lease duration: _____ --- _____

**Tenant(s) request to release _____ from lease.
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 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 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 at the completion of this transaction.**
- **Please be advised that BPM only allows one Add/Drop per lease term.**
- **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**

TENANT SIGNATURE _____ DATE _____

TENANT SIGNATURE _____ DATE _____

TENANT SIGNATURE _____ DATE _____

TENANT SIGNATURE _____ DATE _____

MANAGEMENT SIGNATURE _____ DATE _____