

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

**Tenant Request to remove Co-Tenant(s) from the 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.**

**If Tenant(s) intend to replace Departing Tenant(s) with someone new, a different form must be used, and a \$150.00 Add/Drop Fee may apply.**

**PROPERTY ADDRESS** \_\_\_\_\_

**Existing Tenants:**

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

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

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

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

**Departing Tenant(s):**

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

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

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

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

- **Existing tenant(s) account must be at a \$0.00 balance before any tenant replacements will be processed.**
- **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). Departing tenant(s) are to leave the property clean and without tenant caused damages. By signing this form, Remaining and New Tenant(s) accept the condition of how the Departing Tenant(s) left the rental unit and accept full responsibility for the current condition of the rental unit.**
- **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 drop process is complete and a new lease agreement has been signed, remaining tenant(s) and 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.**
- **Existing tenant(s) understand that security deposit and key transfer between residents is their responsibility and not that of Bitterroot Property Management, Inc.**

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EXISTING TENANT

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

EXISTING TENANT

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

EXISTING TENANT

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

EXISTING TENANT

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

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