



ROOMMATE TRANSFER GUIDELINES Bray Property Management

A Roommate Transfer is defined as one or more roommate's move out and find someone to take their place on the lease. Or one roommate transfers their interest in the property to the other current roommates. A single roommate can only transfer their interest in the property if the other roommates are approved, credit wise, to carry the remaining portion of the lease alone. NO Security Deposit will be transferred within the company, all security deposits are to be transferred amongst the roommates. **The security deposit will only be returned to the last remaining parties on the lease.**

Below is a checklist to start the process of a Roommate Transfer:

- _____ The new roommate must fill out an application and pay the application fee before being approved. Any students or tenants under the age of 21 must have cosigners fill out the application and pay the application fee.

- _____ All utility companies must be contacted and paid to a zero balance and be transferred into the remaining parties name. Show proof of zero balance prior to meeting at the office.

- _____ All current and future parties to the lease need to schedule a time to come meet the Bray representative at the Bray and Company office, all parties must be in attendance at the same time. At this time all account balances must be paid prior to proceeding with the transfer.

- _____ Any parties being added or deleted from the lease must be noted in a Lease Rider, then all current and future occupants including co-signers must sign the Lease Rider to initiate the change in tenants.

- _____ \$50 Roommate Transfer fee paid.

You may get an application on our website at www.brayrentals.com as well as pay your application fee online for new tenants. If you have any questions about this process please try to keep all correspondence with Bray and Company in writing via email so the information is more clearly passed on to fellow roommates.

The new tenant then becomes equally, jointly, and severally, responsible for all obligations outlined in the Rental Agreement and its peripheral documents, including, but not limited to, rent payments and damages.

BRAY & COMPANY PROPERTY MANAGEMENT
637 North Avenue Grand Junction, CO 81501
ADDITION OF TENANTS LEASE RIDER

Any of the covenants initialed by the parties opposite the respective covenant shall become a part of and incorporated in said lease as though fully set forth therein. In the event of any conflict, inconsistency or incongruity between the covenants initialed hereinafter and any of the provisions of said lease, the initialed covenants hereinafter set forth shall govern. All other terms, covenants, and conditions of the said lease shall remain in full force and effect.

As part of the lease made between Bray & Company Property Management, Landlords, and

tenants residing at : _____,
the following changes are made:

ADDITION OF RESIDENTS: The following person(s) _____

herewith agree to become a tenant under the terms of the above described lease and agree to be bound by all covenants, terms, and conditions thereof effective _____. The tenants shall pay as rent for the remaining part of the term of the lease the montly sum of \$ _____.

The security deposit remains in the possession of **All tenants listed above in escrow with Bray Property Management.**

PLEASE INCLUDE PHONE NUMBERS & E-MAILS

TENANTS

COSIGNERS

Printed Name of TENANT

Printed Name of COSIGNER

Signature of TENANT

Signature of COSIGNER

Phone Numner of TENANT

Phone Numner of COSIGNER

Email of TENANT

Email of COSIGNER

Printed Name of TENANT

Printed Name of COSIGNER

Signature of TENANT

Signature of COSIGNER

Phone Numner of TENANT

Phone Numner of COSIGNER

Email of TENANT

Email of COSIGNER

Printed Name of TENANT

Printed Name of COSIGNER

Signature of TENANT

Signature of COSIGNER

Phone Numner of TENANT

Phone Numner of COSIGNER

Email of TENANT

Email of COSIGNER

DATE: _____

Signature of PROPERTY MANAGER

BRAY & COMPANY PROPERTY MANAGEMENT
637 North Avenue Grand Junction, CO 81501
DELETIONS OF TENANTS LEASE RIDER

Any of the covenants initialed by the parties opposite the respective covenant shall become a part of and incorporated in said lease as though fully set forth therein. In the event of any conflict, inconsistency or incongruity between the covenants initialed hereinafter and any of the provisions of said lease, the initialed covenants hereinafter set forth shall govern. All other terms, covenants, and conditions of the said lease shall remain in full force and effect.

As part of the lease made between Bray & Company Property Management, Landlords, and

_____ ,
tenants residing at : _____ ,
the following changes are made:

DELETION OF RESIDENTS: _____
are (is) hereby deleted from the above lease effective _____ and are only responsible under the terms, conditions, and covenants of the lease to said effective date. Responsibility for the balance of the lease shall remain in the name(s) _____

_____ who shall pay rent for the remaining term of the lease the sum of \$ _____ a month.

The security deposit remains in the possession of **All tenants listed above in escrow with Bray Property Management.**

PLEASE INCLUDE PHONE NUMBERS & E-MAILS

TENANTS

COSIGNERS

Printed Name of TENANT

Printed Name of COSIGNER

Signature of TENANT

Signature of COSIGNER

Phone Numner of TENANT

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Email of TENANT

Email of COSIGNER

Printed Name of TENANT

Printed Name of COSIGNER

Signature of TENANT

Signature of COSIGNER

Phone Numner of TENANT

Phone Numner of COSIGNER

Email of TENANT

Email of COSIGNER

DATE: _____

Signature of PROPERTY MANAGER