

TENANT TRANSFER POLICY

Please read carefully

1. Vacating Tenant must give Remaining Tenant(s) a written notice of intent to vacate. This notice serves two purposes: (a) motivate Remaining Tenants to choose a prospective tenant and give them adequate time to do so and (b) alleviates any miscommunication regarding Vacating Tenant's intent to move out. **This notice does not relieve Vacating Tenant of his/her obligation to the lease; it only serves as a notice of intent.** The Vacating Tenant is not relieved of his/her lease obligations under any circumstance until the Tenant Transfer Agreement is signed by all parties. Once completed, the Vacating Tenant and their respective Guarantor shall then be released from future liabilities of the original Lease Agreement.
2. All Tenants are responsible for finding a new Tenant. Vacating Tenant acknowledges that all Terms and Conditions of the Lease (including paying rent, regardless of whether or not Tenant is living in the property) remain in effect until Lease Transfer is complete.
3. The Entering Tenant must complete an online application found on our website, www.camposproperties.com. The Owner/Agent will then process the application, which may take up to 5 business days.
4. The Entering Tenant must be approved by the Remaining Tenant(s). Each Remaining Tenant must send an email to the Owner/Agent declaring that they approve of the applicant as a new roommate.
5. The Entering Tenant must have a parent or other relative complete the Personal Guarantee Form. This form can be found on the website, www.camposproperties.com under the "Forms" tab.
6. Once steps 3 – 5 are completed, the Transfer Agreement must be signed by all applicable parties and any monies owed must be paid. **The Entering Tenant will also sign the original Lease Agreement.**
7. The Entering Tenant and Vacating Tenant will negotiate any security deposit refund between themselves. **The Owner/Agent is not responsible for reimbursement of security deposit to Vacating Tenant should they not be properly reimbursed by the Entering Tenant.**
8. The Vacating Tenant will be charged a Transfer Fee of \$150. This fee and any other monies owed must be paid directly to Owner/Agent. **The Transfer will not be approved by the Owner/Agent until this fee and other monies owed have been paid.**