



Humboldt Property Management
(A division of Humboldt Realty, Corp)

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Residential * Commercial * Lt. Industrial

REQUEST TO BE RELEASED FROM RENTAL AGREEMENT

Please be advised that the undersigned requests to be released from tenancy at:

Street address(include unit):_____ Phone#:_____

Tenant name of person leaving:_____

Tenant name of person leaving:_____

Tenant name of person taking over(if any):_____

Tenant name of person taking over(if any):_____

Tenant name of person staying:_____

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1. Please be advised that submitting this request does not release you from any further obligation for future rents or damages to the unit. Once your request has been reviewed, and if approved, we will draw up a release addendum for you and your roommates to sign and there will be a \$35.00 addendum fee.
 2. If your lease is over but roommates want to continue to live there, you are still responsible until your current roommates show proof that they qualify for the unit on their own, or there is a new roommate approved to take over.
 3. In order for a new roommate to apply, the person applying must come in with a tenant who will be staying in the unit and on contract.
 4. When the new tenant is approved, there will be an addendum drawn up that everyone must sign and pay a \$35.00 addendum fee in order to release you from any further obligation.
 5. No deposits are returned until the whole unit is vacated. If you are the only person leaving, you will need to collect your deposit from the tenants staying in the unit or the new person taking over for you.

Please sign and date that you have read and understand your obligation.

Sign:_____ Date:_____