



Tenancy Involving Roommates

The following is Commercial Property Managements policy regarding roommates:

- When applying, existing tenant must give authorization for adding a roommate.
- The number of roommates in a house shall never exceed more than the maximum occupancy for the house.
- All roommates must qualify for tenancy under the screening guidelines for Northwoods Property Management.
- Every person living in the house over the age of majority must be listed as a tenant on the rental agreement.
- Each person is 100% responsible for all actions at the property, including damage and abuse.
- Northwoods Property Management will not become involved in roommate disputes or any other social situations. If a situation arises that cannot be dealt with between the tenants, Northwoods Property Management may elect to evict the entire group of tenants.
- Complaints of noise will not be tolerated. If a 2nd complain is recorded against the house, the tenants will be given a notice to vacate.
- A roommate may give notice to Northwoods Property Management of their intent to move with a 30-day notice in writing.
- NORTHWOODS PROPERTY MANAGEMENT WILL NOT REFUND ANY PORTION OF THE HOUSE SECURITY DEPOSIT TO ANY TENANT. Deposit will be worked out with the remaining roommates. If one tenant gives notice to vacate and wants to be removed from the agreement, ALL tenants on contract must sign an addendum.
- New tenants/roommates shall accept the house in original condition as it was rented to the existing roommates/tenants.
- A new roommate may be added to the rental agreement at anytime, provided they have qualified and paid the appropriate fees:
 1. \$25.00 application fee per applicant
 2. \$25.00 move-in charge.
 3. \$125.00 additional security deposit to the house

Detach Here

ADDING A ROOMMATE

We must have this form signed by the existing tenant and returned to our office with your application.

I, _____, am requesting that _____,

Current Tenant(s)

Applicant(s)

be considered for a tenant at: _____.

Address

Current Tenant
Date _____

Current Tenant
Date _____