



Roommate Vacating Request

_____ (tenant(s) leaving) is requesting to be removed from the current lease at _____ (address) as of ____/____/____, pending management approval.

I, _____, paid \$_____ security deposit at move in. I am requesting \$_____ back upon my move out. I understand that if I am requesting part of the deposit back, the remaining roommate(s) must replace that amount before it can be refunded to me and before a new lease can be written. I expect this deposit to be mailed to:

Forwarding Address: _____

I _____ (tenant(s) staying) agree with releasing _____ (tenant(s) leaving) from the current lease at _____ pending management approval.

I, _____, (tenant staying on lease), paid \$_____ security deposit at move in, plan to remain in the unit by myself. I understand that this is pending management approval, and I may not qualify to remain on the lease by myself. If I do qualify, I also understand that I owe that difference between what I paid at move in and the current security deposit amount of \$_____, which is \$_____.

I, _____, (tenant staying on lease), paid \$_____ security deposit at move in. I am staying and plan to find a new roommate. I agree that any new roommates will apply with Foxboro and be approved by management before moving in. A new lease will also need to be written and sign by each tenant before any new tenant(s) move in. I understand that we owe the difference between what I paid at move in and the full security deposit amount of \$_____, which is \$_____, before my new roommate receives keys.

Once approved, keys, parking permits, and openers from vacating tenants **must be turned into the office** with a vacating notice. New keys will not be given to new tenants until the vacating tenant(s) turn everything in.

_____ (Tenant) _____/_____/_____ (Date)

_____ (Tenant) _____/_____/_____ (Date)

_____ (Tenant) _____/_____/_____ (Date)

_____ (Tenant) _____/_____/_____ (Date)