



BOSQUE REALTY SOLUTIONS
ROOMMATE TRANSFER FORM EXPLAINED

The following steps are a guide in facilitating a smooth Roommate Transfer.

Step 1.

The New roommate must fill out an application and qualify prior to moving in. If it is found that the new roommate has moved in without approval, this will be considered cause for Eviction.

Step 2.

You must make an appointment with Bosque Realty Solutions to meet with **all** parties involved, remaining resident, vacating resident and new resident, to go over the transfer process at the property.

All Roommate Transfers must be completed 45 days prior to transfer.

Step 3.

The Transfer fee and any balances on the account such as late fees, maintenance fees must be paid prior to the process being started.

Step 4.

If the utilities are in the name of the Vacating Resident(s) they must be transferred into the Remaining Resident(s) name and balance paid prior to approval.

Step 5.

The Roommate Transfer Agreement is **NOT** binding until Bosque Realty Solutions has signed the transfer form and a **new lease** is signed with the Remaining roommate(s) and the New roommates(s).

Step 6.

An inspection of the property will be performed by a representative of Bosque Realty Solutions, with all parties involved. The new resident accepts the property in “as is condition” and will be given a copy of the move in report if applicable.

Security Deposit and Pet Deposit (if applicable)

Any deposits’ stay with the property. Bosque Realty Solutions will NOT return any security deposit to any resident in a roommate transfer. The amount is to be decided among the residents, remaining, vacating and new.

