## BOSQUE REALTY SOLUTITONS PHONE: (505) 243-8282 WEB: <u>www.bosquerealtysolutions.com</u>



#### 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 <u>45 days</u> 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.

MAILING ADDRESS: 300 MENAUL BLVD NW A-427, ALBUQUERQUE, NM 87107

#### **ROOMMATE TRANSFER ONLY:**

This agreement between Bosque Realty Solutions (agent for the Landlord) and

\_\_\_\_\_ resident(s) residing at premises located at\_\_\_\_\_\_ shall be amended as follow:

#### All parties must initial next to each line item agreeing you understand the terms and process.

\_\_\_\_\_1. All parties within the transfer, vacating, remaining and new roommate <u>MUST</u> make an appointment to meet with a representative of Bosque Realty Solutions to go over the expectations of this form and the process involved.

2. All balances on the account such as utilities, late fees and maintenance charges must be paid prior to Bosque Realty Solutions signing this form.

3. The following Resident(s) \_\_\_\_\_\_\_, also known as the Vacating Resident(s) and their Guarantor, shall be removed from the original lease dated \_\_\_\_\_, 20\_\_, effective \_\_\_\_\_, 20\_\_\_ when all conditions of this transfer have been met. All rights, obligations, interest in and to the Premises, under the original Residential Lease Agreement with Bosque Realty Solutions, including but not limited to, the Security Deposit and Pet Deposit (if applicable), of \$\_\_\_\_\_ shall be transferred to the Remaining Resident(s) and shall remain with Bosque Realty Solutions.

# 4. The Roommate Transfer fee in the amount of \$300.00 (per vacating or additional resident) must be paid prior to starting the process of this transfer. (\$150.00 if transfer within household and NO new roommate)

**5.** The New Resident(s) must submit an application, pay the application fee and be approved. If it is found that the New Resident has moved in without prior approval and completion of the process, ALL residents will be subject to eviction.

6. A representative of Bosque Realty Solutions will perform an inspection of the property with all roommates (remaining, vacating and replacement) to check the condition of the property using the original move in report. The inspection will be performed before acceptance of this transfer and prior to the new resident(s) transferring any monies to the departing resident(s) or moving in. The new resident(s) accepts the property in its "AS IS" condition and may ask for a copy of the move in check report.

7. If any of the utilities are in the name of the Vacating Resident, one of the Remaining Residents or New Resident must have the utilities transferred into their name prior to the Vacating Resident's departure. Proof of New Account #'s must be provided in writing to Bosque Realty Solutions

**8.** The following Resident(s) \_\_\_\_\_\_\_, also known as the New Resident(s), agrees to pay \$\_\_\_\_\_\_ to \_\_\_\_\_\_, the Vacating Resident(s), their portion of the security deposit as agreed upon among themselves. This may include any damages, utility, balances, fees or carpet cleaning. The New Resident will give Bosque Realty Solutions the security deposit check for Vacating Resident at lease signing, lease will <u>not</u> be signed unless security deposit is paid to Vacating Resident.

9. After completion of the above requirements, the Remaining Resident (s), the New Resident (s) and Bosque Realty Solutions will sign a new Residential Lease agreement. Once the new Residential Lease agreement and this form are signed, Vacating Resident(s) will no longer be financially or legally responsible to Bosque Realty Solutions or the owner of the property.

Any deposit stays with the property. Bosque Realty Solutions will NOT return any security deposit to any resident in a roommate transfer. Once this form is signed the Vacating Resident relinquishes all rights to the security deposit and acknowledges that Bosque Realty Solutions will not be providing Vacating Resident with a security deposit disposition statement.

Remaining Resident:	Vacating Resident:
Remaining Resident:	Vacating Resident:
New Resident:	New Resident:

Bosque Realty Solutions, agent for the Owner