

Roommate Change Information:

A Roommate Change is when ONE tenant on the lease is exchanging their place for ONE new tenant. (A Sublet is when ALL tenants on the lease move out and are replaced with an entirely new set of tenants.) In both Roommate Changes and Sublets it is up to the original tenant(s) to find new tenant(s) to take over for them.

Boulder Property Management offers two types of Roommate Changes, a Roommate Change *With* Liability and a Roommate Change *Without* Liability. There is a fee payable to Boulder Property Management for every Roommate Change that takes place. The 'With Liability' fee is \$150.00. With this option the vacating tenant still holds some liability to the unit until the end of the original lease contract. The 'Without Liability' option fee is \$300.00. This allows the vacating tenant to be removed completely from the lease and hold no liability to the unit once the Roommate Change Without Liability form is complete. More than one Roommate Change can take place at a time on the same unit, but each Roommate Change transaction is a separate entity, with separate fees. If all tenants are vacating, a sublet option needs to be chosen.

A Rental Application is required to be completed and returned to BPM by the incoming tenant prior to the Roommate Change appointment. There is a \$30.00 fee to process all Rental Applications. The incoming tenant should also read a copy of the original lease contract prior to signing the Roommate Change document as all tenants are held accountable to the BPM lease.

To read the 'Roommate Change With Liability' or the 'Roommate Change Without Liability' document please contact Boulder Property Management @ (303) 473-9559.

*** Please note that any documents BPM provides are solely for informational purposes. If you wish to do a roommate change or would like more information, please call Boulder Property Management or e-mail ani@bpmco.com.**