



## NEW ROOMMATE AGREEMENT

This agreement is made by and among the roommates named herein who have signed a Lease for a shared dwelling unit that makes the roommates jointly and severally liable for all terms of the contract.

Execution of this roommate agreement does not alter the joint and several liability of the tenants under the rental contract with the landlord. However, it may be used if a dispute among the roommates arises.

A security deposit has been paid in full to the Landlord. The original security deposit remains with the unit until the lease end date; therefore, the new roommate must pay his/her portion of the security deposit to the resident who is being released from the lease. Proof of this payment must be presented to Birwood LLC in writing.

Address of rental unit: \_\_\_\_\_

Term of lease: \_\_\_\_\_ to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Date new roommate will be moving in: \_\_\_\_\_

Resident(s) listed below and continuing residency at the property agree to **release**  
\_\_\_\_\_ from all responsibility of the lease.

Resident(s) listed below and continuing residency at the property agree to **add**  
\_\_\_\_\_ as a new roommate to the lease.

### Roommates continuing residency:

\_\_\_\_\_  
Print name Signature Date

\_\_\_\_\_  
Print name Signature Date

\_\_\_\_\_  
Print name Signature Date

\_\_\_\_\_  
Print name Signature Date

Resident being released from responsibility of the lease and/or the new roommate will pay a \$75.00 processing fee made payable to Birwood LLC. This is a one time cost and is non-refundable. *We will not process the new roommates application until we receive both the \$75.00 processing fee and the signed New Roommate Agreement.*

\_\_\_\_\_  
Print name (**resident being released**) Signature Date