

**ANC ~ TENANT SIGN-OVER ADDENDUM ~ Lease Year 20\_\_-20\_\_**

(New leases may be signed as of December 5<sup>th</sup> with a completed sign-over addendum)

Address: \_\_\_\_\_ **INTERNET COPY** \_\_\_\_\_ Unit #: \_\_\_\_\_

Use this addendum when: no CURRENT tenants will be staying for the 20\_\_-20\_\_ lease year AND are giving permission for NEW tenants to sign the 20\_\_-20\_\_ lease for their unit.

**Current tenants and new tenants agree to the following:**

- 1. Regular check-out procedures apply.** A checkout inspection for evaluating the cleaning and damages will remain at the original time between July 26 and August 1 (see lease for specific date). The unit must be vacant and keys must be turned in prior to the expiration of the lease. Holdover fees of \$100/hr will apply for those not ready at checkout. A Tenant Altered Lease Date form (Only where applicable - TALD) must be completed by July 15<sup>th</sup> for any change in lease dates. New tenants may pick up keys on the start date of their lease.
- 2. Regular subleasing procedures apply.** If new tenants agree to sublease the unit for the summer, they understand that the current tenants are responsible for cleaning and preparing the unit; landlord has no cleaning or carpet cleaning responsibility. Any objections to the cleanliness of the unit for a summer/fall sublease are strictly between the original tenants and new tenants.
- 3.** The signatures by the original tenants forfeit their exclusive right to resign their current unit and signify their agreement with the new tenants to take over the apartment at the start of the new lease year. Tenants realize they are signing on behalf of those roommates who are not present. **The signature by one original and one new tenant will be accepted as the entire apartment's intentions.** Sign-over forms are accepted on a first come first serve basis.

**New Tenants:** Bring this completed form to the office to sign a lease for this unit.

You will also need: 1) at least 50% of roommates present to sign the lease

2) the security deposit is due at lease signing (up to 2 months' rent, amount varies by location)

3) a post-dated check for August rent (dated 7/01/08 unless you are a current tenant)

**SIGN-OVERS GUARANTEED UNTIL FRIDAY, JAN 16<sup>TH</sup> ONLY.**

**Original Tenant(s)**

**New Tenant(s)**

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_

x \_\_\_\_\_