

ROOKWOOD PROPERTIES

ROOMMATE ADDED POLICY

Per the rules and regulations agreed to upon move in:

Residents shall not house any person other than those listed on the rental application. Only those individuals approved by management may reside in an apartment. Failure to notify the office of a new resident could result in an eviction.

Rookwood Properties will consider the addition of any individual to a current resident's lease, given the following conditions are met:

- The named party successfully completes the application process.
- The names party assumes equal responsibility with the other lease parties for all obligation under the Lease.
- The parties understand that the security deposit remains with the apartment and upon vacating the premises, the balance of the deposit (if any) will be returned to all parties in accordance with the terms of the Lease.
- All parties must agree to and sign an addendum to the original lease, adding the named party.

A person could be considered residing in an apartment if:

- Management/maintenance observes an additional occupant in the home
- Utility bills are placed in the name of a person that is not listed on the lease
- Packages/mail is sent/delivered in the name of a person that is not listed on the lease