

ROOKWOOD PROPERTIES

ROOMMATE REMOVAL POLICY

A co-applicant or co-leasee is not eligible to be removed from lease responsibilities within the first twelve-month lease. Removal of a leasee after the first twelve-month period has been fulfilled will be at the discretion of Rookwood Properties management and must meet certain criteria.

Rookwood Properties will consider the removal of an individual from a current resident's lease, given the following conditions are met:

- The remaining named party has shown proof of income that qualifies with an income to rent ratio of 3:1
- The remaining named party assumes sole responsibility for all obligations under the Lease.
- All 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 the remaining named party in accordance with the terms of the Lease.
- All parties must agree to and sign an addendum to the original lease, removing the named party.