

## ADDING A TENANT FORM

### A \$150 Processing Fee Required

#### Understanding the Adding a Tenant Process

When a new tenant is added to an existing lease they are now legally responsible for the terms of the lease along with the current tenants. Please be aware that security deposit refunds are dispersed in equal amounts to all tenants named on the lease.

#### What the Current Tenant(s) Must Do:

1. Make sure that you have a copy of the "Move-In Inspection Form" that you and/or your roommates completed within 10 days of taking possession of the unit. This form lists any *existing* damage to the property. This will help you and the new tenant determine a fair transfer of the security deposit.
2. Notify the new tenant that he/she **MUST** submit an application to our office in order to move into the rental property. There are no exceptions, and you can't do this for him/her. The new tenant must apply and must be approved before moving into the rental property.
3. The new tenant and all current tenant(s) must sign on page 2 of this form.
4. Fill out the top section of page 3 of this form. This is to document any security deposit transfer between you and the new tenant. All current tenant(s) must sign. The new tenant must fill out the bottom section. The new tenant is to pay their portion of the security deposit directly to the current tenant(s). **When you move out the security deposit will be returned in equal parts to all residents named on the lease directly from our office.** There are no exceptions to this policy. (See page 2 for more information regarding security deposits.)
5. Submit the completed and signed form to our office and pay a \$150 processing fee (check or money order only) to Louise Beck Properties, Inc. No paperwork will be processed until this fee is paid. No cash accepted.

#### What the New Tenant Must Do:

1. You **MUST** fill out a rental application for the property. You must also pay the \$40 application fee.
2. You must complete a "Letter of Endorsement" form (LOE) if you are an undergraduate student. The form is available at our office and online at [www.louisebeckproperties.com](http://www.louisebeckproperties.com).
3. You and all current tenant(s) must sign on page 2 of this form.
4. Make sure you receive a copy of the existing "Move-In Inspection" form for the property from the current tenant(s). This form was filled out by the current tenant(s) when they moved in, and it lists any damage to the unit noted at that time. This will help you and the current tenant(s) determine a fair transfer of the security deposit.
5. Fill out the bottom section of page 3 of this form. This is to document any security deposit transfer between you and the current tenant(s). You are to pay your portion of the security deposit directly to the current tenant(s). **When you move out the security deposit will be returned in equal parts to all residents named on the lease directly from our office.** There are no exceptions to this policy. (See page 2 for more information regarding security deposits.)
6. Ensure that the \$150 processing fee and the \$40 application fee have been paid and all forms submitted to our office.
7. Once LBP has approved your application you must make an appointment to visit our office in order to review the lease and watch a brief video about your responsibilities as a tenant, and your rights and obligations under your lease. This appointment is in your best interests and is for your protection!

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**Understanding Security Deposit Transfers**

When the current tenant(s) moved into the rental property, they paid a security deposit directly to Louise Beck Properties. That security deposit is for the *entire* property, not specific bedrooms within the property. Therefore, it is our responsibility to hold one complete deposit for one whole property. The NC Real Estate Commission requires this of us.

When a tenant is added to an existing lease before the lease period expires, the new tenant may also pay a security deposit. However, they pay it directly to the current tenant(s), allowing us to keep the original security deposit intact. When the lease period is up and *all* tenants move out of the unit, everyone, including the new tenant, will be refunded their portion of the security deposit; remember the security deposit will be dispersed in equal parts to all tenant(s). This will come from our office, and will be returned to you within 30 days of receipt of your keys to the property, or the end date of your lease, which ever is later.

Because the new tenant pays a security deposit to the current tenant(s), the new tenant must make absolutely certain that any existing damage to the unit has already been noted *before* moving into the property. Otherwise, the new tenant could end up paying for damages caused by the current tenant(s). Remember, signing the Adding a Tenant form makes you responsible for the terms of the lease. Ask questions if you're in doubt about any part of this process!

My signature on this form indicates that I have read this brochure and understand my responsibilities. I also acknowledge that I have been given the opportunity to ask questions and to discuss this process with a Louise Beck Properties staff member.

\_\_\_\_\_  
**Current Tenant(s) Signature and Date**

\_\_\_\_\_  
**Property Address**

\_\_\_\_\_  
**Current Tenant(s) Signature and Date**

\_\_\_\_\_  
**Current Tenant(s) Signature and Date**

My signature on this form indicates that I have read this brochure and understand my responsibilities. I also acknowledge that I have been given the opportunity to ask questions and to discuss this process with a Louise Beck Properties staff member.

\_\_\_\_\_  
**New Tenant(s) Signature and Date**

\_\_\_\_\_  
**Property Address**

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**CURRENT TENANT:**

I/(We), \_\_\_\_\_, have received \$ \_\_\_\_\_,  
Print Name(s)

my/(our) share of the security deposit, from \_\_\_\_\_  
Print New Tenant Name(s)

for the property known as \_\_\_\_\_  
Property Address

The Addition of the Tenant will become effective on \_\_\_\_\_.  
Date (must match below)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
All Current tenant(s) must sign

**NEW TENANT:**

I/(We), \_\_\_\_\_, have paid  
Print Name (s)  
 \_\_\_\_\_ ("Current Tenant(s)", \$ \_\_\_\_\_,  
Current Tenant(s)

and agree to accept the property known as \_\_\_\_\_  
Property Address

in its present condition (as is). Any damages incurred have been settled with the Current Tenant(s), and I/(we) understand that those damages, if any, become my/(our) responsibility and can be charged against my/(our) security deposit when I/(we) vacate the premises. I/(We) have read the Lease and Agreement in effect and agree to the terms and conditions contained therein.

The Addition of the Tenant will become effective on \_\_\_\_\_.  
Date (must match above)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
All New Tenant(s) must sign

Executed by: \_\_\_\_\_  
Louise Beck Properties, Inc.

Date: \_\_\_\_\_