



## ADDING A ROOMMATE INSTRUCTIONS

**This is a complicated process; please bear with us. We will do everything we can to expedite and simplify this process for you.**

1. A \$200.00 Roommate Add/Release administrative fee must be paid to Equity Real Estate that will cover all paperwork needed in the leasing process.
2. Before adding a roommate to the lease, **the future roommate must:**
  - Read & initial a Resident Qualification Policy & complete the rental application
  - Get Guarantor Application completed (if applicable) & co-signer must initial a Resident Qualification Policy
  - Pay application fees (\$40 for rental application & \$30 for guarantor application – (cash or money order or cashiers check only)
3. Turn in the completed forms to the office. **After** all paper work is turned in and all money is paid, the application will be run.
4. Property Management will call the applicant within 24-48 hours to inform them whether not he/she has been approved.
5. The he new roommate will be added to the lease **ONLY AFTER ALL ROOMMATES (PAST, CURRENT, AND FUTURE)** have completd, finalized and signed the **Roommate Add/Release Contract**.
6. **THIS FORM MUST BE COMPLETED, SIGNED AND FINALIZED AT THE EQUITY OFFICE!.**

### Reminder:

- **This contract is not valid until signed by an Equity Representative.**