



Echo Property Management LLC  
115 W. Kagy, Suite C  
Bozeman, MT 59715

**Roommate Addition & Deletion Procedure**  
**Fee: \$50 per outgoing tenant**

Tenants can only be added or deleted from a lease according to our process. Our leases are for a rental unit, not individual bedrooms. All tenants on a lease are liable for all portions of the lease between themselves and the landlord. All tenants must approve of the addition/deletion. Until an addendum to the rental agreement is approved by Echo Properties, all tenants on the lease are liable for the terms of the lease. Echo Properties will try and facilitate a tenant exchange but is not responsible for resolving issues between roommates.

**Outgoing Tenant:** The fee for processing this request is \$50 and paid by the tenant requesting a deletion from the lease.

**New Tenant:** Must submit an application and pay the \$40 application processing fee. New tenants must be approved before moving into the property.

**Existing Balances:** All existing balances must be paid in full by the current tenants prior to a new tenant being added to the lease.

**Keys/Parking Pass:** Must be exchanged between tenants.

**Utilities:** must not be shut off and remain in the previous tenant's name until new tenant can change them.

**Inspections:** Echo Properties will not do a property inspection during the tenant exchange. The new tenant accepts the condition of property (as is) and must work out any issues with the old roommate, and new roommates. If any party requests a property inspection at the time of tenant exchange, Echo Properties can do an inspection for a \$35 fee.

**Security Deposits:** Echo Properties will not release any Security Deposits during the lease term. New tenants and old tenants must work out exchange of security deposits between themselves.

**Existing tenants:** Once a new tenant has been approved, all tenants must agree and sign the addendum to the rental agreement.

New tenant will be added to the current lease once these steps are complete.



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## **ADDENDUM TO RENTAL AGREEMENT: RESIDENT ADDITION & Deletion FORM**

*Contingent upon Rental Application Approval*

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

Property Address: \_\_\_\_\_

Lease Term: \_\_\_\_\_

I (we), the undersigned, would like to add \_\_\_\_\_ to our lease and  
release \_\_\_\_\_ from our lease.

- I (we) understand that all tenants on the lease are required to qualify by submitting a rental application before adding on to the lease for this form to be considered valid.
- I (we) understand that the **security deposit** and **key transfer** between residents is our responsibility and not that of the management company.
- I (we) understand that there will be no move-out inspection done in conjunction with this transaction. Residents may have an inspection done if they wish. There will be a \$35 inspection fee for this service. **New residents assume responsibility for the condition and cleanliness of the unit when they vacate.**

Yes, I (we) would like to schedule an inspection.

No, I (we) do not wish to have an inspection.

- I (we) understand that the utilities must not be shut off and must remain in a resident's name.
- **I (we) understand that any balance currently owing on this account must be settled up between the release and addition of any tenants.**
- I (we) understand that there is a **\$50 per person fee** for adding on to the lease, payable at the time this form is submitted to the management company.



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This transaction is not complete until all fees are paid, and all forms are signed. All parties involved in the lease must sign this form for it to be considered valid.

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Resident	Date
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Resident	Date
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Resident	Date
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Resident	Date
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Resident	Date
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Echo Property Management	Date
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