



Echo Property Management LLC  
PO Box 1169  
Bozeman, MT 59771

**Roommate Addition & Deletion Procedure**  
**Fee: \$200 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 \$200 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 conduct a property inspection during the tenant exchange to assess for damages beyond normal wear and tear. A \$35 inspection fee will be assessed to outgoing tenant.

**Carpet Cleaning:** Departing tenant must schedule a professional carpet cleaning prior to move-out.

**Security Deposits:** The security deposit will be returned within the time required by Montana law after the move-out inspection, minus any lawful deductions for damages or unpaid rent, to former tenant. A new security deposit must be provided by the incoming tenant.

**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 **key transfer** between residents is our responsibility and not that of the management company.
- I (we) understand that there will be a move-out inspection done in conjunction with this transaction, at a cost of \$35. **New residents assume responsibility for the condition and cleanliness of the unit when they vacate.**
- 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.**

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: \_\_\_\_\_

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

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

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

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

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

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