



TENANT CHANGE REQUEST FORM

Date: _____

Vacating Tenant's Name: _____

Move Out Date: _____ Apartment Address: _____

Reason for lease change: _____

Name of prospective tenant*: _____

****Please be advised that all prospective tenants MUST fill out an application and be approved by Appletree Bay Property Management prior to residing in the unit.***

In order to make this a smooth transition for everyone involved the below listed items should be completed BEFORE the current tenant vacates:

1. Have the prospective new roommate apply as soon as possible so that we can get the paperwork finalized.
2. Schedule a walkthrough with Appletree Bay Property Management, this will ensure that we can process your portion of the security deposit quickly.
 - a. Please be prepared to turn over your keys on this day and provide your forwarding address.

Current roommates are in agreement with this change and have signed below:

Tenant

Date

Tenant

Date

Tenant

Date

Please contact Appletree Bay Property Management with any questions at (802) 863-6940 extension 104 or by email at erin@appletreebay.com.