



CHANGE OF OCCUPANCY FORM

A \$150 Processing Fee Required

Understanding the “Change of Occupancy” Process:

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

What the Current Tenant Must Do:

1. 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. You and the new tenant will be notified once the application has been approved.
2. The new tenant and all current tenant(s) must sign on page 2 of this form. **The new tenant is to pay their portion of the security deposit to us. After we inspect the premises you will receive a security deposit refund from us (if no damages) and an accounting.**
3. Submit the completed and signed form to our office and pay a \$150 processing fee (check, money order or pay online) to Daniel Ravenel Real Estate Company. No paperwork will be processed until this fee is paid. No cash accepted.
4. Contact our office via phone or email to schedule a time for the move out inspection at least 7 days prior to your move out. Your room must be professionally cleaned as stated in the lease.
5. **The new tenant is to pay their portion of the security deposit to us. If the utilities are in your name arrange with the new tenant (or someone else living in the house) to have the utilities changed into their name to ensure that no lapse in utility service occurs and/or that utility service continue in past tenants name. Please recognize that failure to do so will result in your continued liability for the utilities.**

What the New Tenant Must Do:

1. You **MUST** fill out a rental application for the property. You must also pay the \$45.00 application fee.
2. You and all current tenant(s) must sign on page 2 of this form. **The new tenant is to pay their portion of the security deposit to us.**
3. Tenant accepts the Premises in “AS IS” condition, with the exception of the room they are moving into. The room should be professionally cleaned at time of possession.
4. Ensure the \$150 processing fee and \$45 application fee have been paid and all forms submitted to our office.

Understanding Security Deposit Transfers

When the current tenant(s) moved into the rental property, they paid a security deposit directly to Daniel Ravenel Real Estate. 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.

When a tenant is replaced on an existing lease before the lease period expires, the new tenant must pay a security deposit. However, they pay it directly to Daniel Ravenel Property Management, allowing us to refund the prior tenant's security deposit. When the lease period is up and all tenants move out of the unit, the tenants on the lease at that time will be refunded their portion of the security deposit (assuming no damages). This will come from our office, and will be returned to you with 30 days of receipt of your keys to the property, or the end date of your lease, whichever is later.

Because the new tenant pays a security deposit, the new tenant must make absolutely certain that all damages have been addressed. Remember, the new tenant will now be responsible to pay for damages caused during the current lease term. Signing the Change of Tenant form makes you responsible for the terms of the lease.

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Departing Tenant(s): _____
Printed Name(s) of Departing Tenants

Departing Tenant(s): My signature on this form indicates that I have read this and understand my responsibilities. I understand that I will receive a security deposit refund from Daniel Ravenel Real Estate. This assumes no damage to the property. I also acknowledge that I have been given the opportunity to ask questions and to discuss the process with Daniel Ravenel Real Estate.

Departing Tenant(s) Signature and Date

Effective Date (must match below)

Departing Tenant(s) Signature and Date

Property Address

Departing Tenant(s) Signature and Date

Departing Tenant(s) Signature and Date

New/Remaining Tenant(s): My signature on this form indicates that I have read and understand my responsibilities as described herein. I/(We) have read the Residential Rental Contract in effect and agree to the terms and conditions contained therein. I/(We) also acknowledge that I have been given the opportunity to ask questions and to discuss this process with Daniel Ravenel Real Estate.

New/Current Tenant(s) Signature and Date

Effective Date (must match above)

New/Current Tenant(s) Signature and Date

Property Address

New/Current Tenant(s) Signature and Date

New/Current Tenant(s) Signature and Date

Received By: _____
Property Manager

Date: _____