



Date: _____ Current Tenant: _____

Applicant: _____

Building & Unit #: _____ Bedroom Letter: _____

1. Current Tenant is requesting to be released from the Lease Agreement with Woodlands Management, LLC for the above referenced Unit and Bedroom.
2. Applicant is requesting to be accepted as a replacement for the balance of the Lease Term on Current Tenant's Lease which ends _____.
3. Both Current Tenant and Applicant understand that Applicant must qualify under terms acceptable to Management. This includes, but is not limited to:
 - a. Applicant must complete an application form. Completing the application does not imply that the Applicant will be approved.
 - b. Applicant must sign a new lease for at least the balance of the Lease Term on Current Tenant's Lease.
 - c. Applicant or Applicant's Guarantor must have an acceptable credit score. If not, a security deposit may be required.
 - d. A non-refundable Processing Fee of \$150.00 is required in advance, payable by either party.
 - e. A non-refundable Lease Transfer Fee of \$200.00 is required in advance, payable by either party.
4. **Current Tenant is responsible for all conditions of their Lease until release in writing by Management.** Such release will not be forthcoming until all requirements have been met.
5. Current Tenant is to return all door keys, mailbox keys, gate remotes and community wristband TO MANAGEMENT. DO NOT give to Applicant.

Signatures:

Current Tenant: _____ Date: _____

Applicant: _____ Date: _____

