



1405 1<sup>st</sup> Ave N  
Suite B  
Fargo, ND 58102  
Office (701) 237-3369  
www.cpbusmgt.com

## Roommate Release

Dear Tenants:

We understand that living situations change for everyone, therefore to make a roommate release transition easy we have put together this packet for your use.

- ✓ Both parties agree that one person will be released from the lease per signed Roommate Release form.
- ✓ The tenant(s) staying in the apartment must re-qualify for the apartment. There is an application attached for the tenant(s) staying to fill out. The reason for this is that an apartment approval is based off of everyone's information combined. If one tenant moves, the tenant staying may not be qualified on their own. There is *no* fee assessed to re-run information. \*\*Just a reminder the approval credit score must be 600 or higher, rent cannot be more than 34% of monthly income and no felonies.
- ✓ If the tenant(s) requalifying does not meet the requirements, the apartment as a whole must vacate. We cannot release the roommate in this matter.
- ✓ In the event of a denial, you're welcome to find another qualified roommate in order to release the tenant initially requesting to be removed from the lease.
- ✓ Once the tenant staying has been qualified, we will remove the other from the lease.
- ✓ The security deposit as a whole stays with the apartment until it is fully vacated by everyone. If you and your roommates have each paid a share of the deposit, it is between you to come up with an arrangement to "reimburse" each other. Keep in mind, any damages that occurred during tenancy will result in a decrease in amount being returned.

If you have any questions, please do not hesitate to ask.

Thank you,

CP Business Management  
Fargo, ND

Phone: (701) 237-3369  
 www.cpbusmgt.com  
 Office: 1405 1<sup>ST</sup> Ave N (entry is East side on 14<sup>th</sup> Street)  
 Fargo, ND 58102(drop box open 24/7)



Deposit \$ \_\_\_\_\_  
 Monthly Rent \$ \_\_\_\_\_  
 Property Manager: \_\_\_\_\_

**\$35 Application Fee due immediately\*** \*per person over age 18, unless legally married

Property/Name: \_\_\_\_\_ Address: \_\_\_\_\_ Unit: \_\_\_\_\_ MOVE IN DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Maiden or other names you have had \_\_\_\_\_  
 DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc Sec # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Phone # \_\_\_\_\_  
 DL # \_\_\_\_\_ State \_\_\_\_\_ EXP \_\_\_\_\_ E-Mail: \_\_\_\_\_

**List any other person to occupy residence**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

IN AN EMERGENCY Notify \_\_\_\_\_ relation: \_\_\_\_\_ Current Phone # \_\_\_\_\_

**RESIDENCE HISTORY 2 addresses required**

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 How Long: \_\_\_\_\_ LandLord/Owner \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

How Long: \_\_\_\_\_ LandLord/Owner \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Ph. # \_\_\_\_\_

How long (mo/yr) \_\_\_\_\_ Salary/Hourly wage \_\_\_\_\_ Hours per week \_\_\_\_\_ Yearly Income \_\_\_\_\_

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Ph. # \_\_\_\_\_

How long (mo/yr) \_\_\_\_\_ Salary/Hourly wage \_\_\_\_\_ Hours per week \_\_\_\_\_ Yearly Income \_\_\_\_\_

Have you ever been convicted, plead guilty or "no contest" of a felony? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been convicted, plead guilty, non-guilty or "no contest" of a misdemeanor? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever had a deferred sentence or a charge removed from your record? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you have any pets? if so, what type and how many: \_\_\_\_\_ yes \_\_\_\_\_ no

Have you recently applied with another management company? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever received a notice to vacate or been evicted? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you owe a management company money? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you smoke? \_\_\_\_\_ yes \_\_\_\_\_ no

**AUTHORIZATION FOR RELEASE OF INFORMATION- POLICY STATEMENT**

All prospective tenants applying for a property owned or managed by CP BUSINESS MANAGEMENT are asked to give authorization for the release of all information, including private/nonpublic information, from previous landlords, management companies, local & national credit reporting companies and governmental agencies (including law enforcement agencies) concerning the applicant's rental and financial history and any and all information maintained by law enforcement agencies included but not limited to applicant's criminal history.

**PROCEDURE STATEMENT**

For an application fee of \$35 all applicants will be screened and their rental, credit and criminal histories will be considered as part of the approval process. This information will be used by the authorized agent solely for purpose of assessing the applicant's suitability for occupancy. I hereby authorize CP BUSINESS MANAGEMENT to obtain any and all information pertaining to my rental and criminal history from government agencies, including private/nonpublic information, maintained by law enforcement agencies, including but not limited to my criminal history, for the purpose of reviewing my rental application. I recognize that this application for an apartment is subject to acceptance or rejection, and will be kept on file for re-qualification. I give permission to run credit, criminal and employment histories after the initial application date for the purpose of reviewing accounts, collections and/or re-qualification. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given. Should any statement made above be a misrepresentation or untrue, contract can be revoked by management. If applicant is not accepted as a resident, the deposit will be returned. If application is accepted and applicant fails to occupy said residence, the deposit will be forfeited to cover any expense incurred by the landlord for loss of rent until residence is re-rented and/or advertising and management's obligation to their owner to rent to a qualified applicant.

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Co-Applicant Date



1405 1<sup>st</sup> Ave N, Suite B, Fargo  
Office (701) 237-3369  
www.cpbusmgt.com

Roommate Release

This is an agreement between \_\_\_\_\_ and  
\_\_\_\_\_ at the apartment address \_\_\_\_\_ Unit  
# \_\_\_\_\_, City \_\_\_\_\_.

\_\_\_\_\_ wishes to be removed from the lease and vacate the property. In  
doing so, he/she releases all keys, rights to the apartment, deposit and lease responsibilities to  
\_\_\_\_\_.

\_\_\_\_\_ agrees to remove \_\_\_\_\_ from the lease. He/she  
accepts full responsibility for the apartment and lease as well as all rights to the security deposit.

\_\_\_\_\_  
PRINT Tenant #1 (staying in apartment) Phone Number Signature Date

\_\_\_\_\_  
PRINT Tenant #2 (being removed) Phone Number Signature Date

\_\_\_\_\_  
Property Manager Date  
CP Business Management

\_\_\_ Re-qualified \_\_\_ Denied

\_\_\_ All parties informed

\_\_\_ Yardi Updated

\_\_\_ Lease Updated