



CAPITAL PROPERTY MANAGEMENT SERVICES, INC.

Add Roommate Policies & Procedures

INITIATE ROOMMATE REQUEST

To initiate the process of adding an additional resident to your lease, please contact our leasing department at 503-288-7368.

After review of your annual inspection(s) and tenant history, you will be contacted by Capital to inform you whether or not your potential roommate may now submit an application through our Leasing Department. Please be advised that new applicants will not be considered until the request has been approved.

APPLICATION PROCESS:

Once notified, you may instruct your potential roommate to submit an application through our Leasing Department. Applications may be submitted on our website at www.capmng.com or in our office during normal business hours. The applicant must submit a \$50.00 screening fee, completed application, photo ID and two recent paystubs. The screening process typically takes 2-3 business days. Based on the screening results, the applicant may be approved without conditions, approved with an increased security deposit, approved with addition of a cosigner, or denied. You & the applicant will be notified of the

screening results once completed & the amount of the additional security deposit, if required.

LEASE SIGNING/KEY APPOINTMENT:

Once approved, you & your new roommate will be required to sign an updated rental agreement, either in person, or electronically. Please be advised that all authorized residents must sign, prior to releasing the keys. Once the rental agreement is signed, the new resident will be issued an apartment key, and if applicable, the additional security deposit will be due at this time. Security deposits must be in the form of guaranteed funds (money order or cashier's check only), and should be made payable to Capital Property Management Services, Inc. Please be advised that your new roommate is not permitted to occupy the apartment prior to the date that all lease documents are signed.

SECURITY DEPOSIT REFUND UPON MOVE-OUT:

The original Move-In Condition Report will be referenced upon move out of the final tenant to determine whether any damages beyond normal wear & tear have occurred during the tenancy. Roommates added after the initial move-in will be held accountable to the original Move-in Condition Report. The security deposit on file for the unit will not be refunded until the final tenant vacates.

Current resident name(s) (please note if resident is remaining or departing):

Apartment Address _____

Contact phone _____ Contact email _____

Name of resident(s) to be added to the lease _____

INTERNAL USE ONLY:

Approved: YES NO Approved By _____

Resident notified Staff notified