

If you are interested in changing roommates listed on the lease or adding a roommate please do the following:

- Have the incoming tenant fill out the application (the \$95 application fee is waived)
- Pay the \$250 administrative/termination fee to McFadden Group, Inc. (either via pay now option on our website, or drop it off at McFadden Group 115 W. Miner St, West Chester, PA 19382)
- Please email manager@115group.com or text 215-620-9784 to inform us that you would like to make changes to the tenants on your lease. Be sure to include who is leaving and/or who is the incoming tenant.
- Once the above is received everyone will receive a DocuSign form similar to below to sign:

CHANGE OF ROOMMATE

For Property Address: _____

Departing Tenant(s): _____

Incoming Tenant(s): _____
(an application must be submitted via our website for any new tenant)

Application received

Incoming Tenant Co-Signer: _____

Effective as of date: _____

We agree to accept all responsibility as outlined in the property lease, have read and understand said lease and will reimburse the outgoing tenant(s) directly for their portion of the security deposit contained in the lease. Landlord is held harmless in this tenant change. There is an administrative/termination fee of \$250 paid to McFadden Group, Inc.

\$250 fee received

name(s) of remaining tenant(s)

(note: must be signed by all remaining tenants)

Date Signed: _____