

# Mint Properties LLC

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Instructions for finding a replacement resident to take over the lease on your apartment:

1) Original resident

- Advertises, shows the apartment and finds a replacement resident.
- Provides the new prospective resident with a Tenant Check Application form (can get from Mint Properties or at [http://www.twincitytenantcheck.com/resources/rental\\_application.pdf](http://www.twincitytenantcheck.com/resources/rental_application.pdf))
- Makes sure all rent is paid in full prior to turning over control of the apartment.

2) New resident

- Comes in to the Mint Properties Office to apply, bringing the \$40 application fee as well as this form, signed by the new resident and the original resident. **Important: We will not process the new resident's application unless this document has been submitted.**
- Makes sure original resident has paid all rent in full. If the new resident moves into the apartment with a balance due, the new resident is responsible for past due balance.

3) Mint Properties

- Processes the application and notifies the original resident if replacement is approved.

4) Original resident and new resident

- Determine the move-out and move-in dates amongst themselves, letting Mint Properties know the target date to transfer possession of the apartment.
- Handle the transfer of the security deposit amongst themselves.
- Handle the transfer of keys amongst themselves.

5) New resident

- Contacts Mint Properties to set up a time to meet and sign lease documents.
- Signs new lease, lease addendum and lead paint addendum. The terms on the new lease will be identical to those signed by the original resident (including rent amount, lease end date and parking obligations).
- Signs *original* apartment condition checklist. This means the new resident must return the apartment to the condition it was in when the original resident moved in.

Important Note: If all of these steps are not completely and properly followed, the original resident may be liable for all rent and damages even after they move out. It is therefore important for the original resident to ensure all steps are completed.

By signing this form, both the original resident and the new resident are acknowledging that they understand the process outlined on this form, and are declaring their intention to transfer possession of the apartment.

Original Resident (print and sign): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

New Resident (print and sign): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Apartment Address: \_\_\_\_\_