



## **ADD A RESIDENT INSTRUCTIONS**

Thank you for contacting us regarding adding a person to the lease agreement. The following steps must be completed before allowing another person to move in.

1. The applicant must complete an application. The application is available on our website:
  - Application Link: <https://crmproperties.rentvine.com/public/apply>
  - There is a \$50.00 application fee. *(A \$10.00 service fee will be applied bringing the total cost of the application to \$60.00 – The entire \$60.00 fee is non-refundable)*
  - The application process typically takes 3-4 business days to process
2. Once the applicant has been approved, you and the applicant will receive the addendum adding the applicant to the lease agreement.
3. The addendum will be emailed to all residents currently on the lease and the applicant being added.
4. There is a lease processing fee of \$75.00 that will be applied to your account and must be paid with or prior to the next months' rent payment.
5. The new resident will receive an email to set up their resident and maintenance portal.
6. If the applicant is denied, they will not be allowed to reside at the property.

**Any questions regarding the process should be entered into a resident conversation on your account & your Resident Services Coordinator will contact you within one business day.**

# **REMOVAL OF A RESIDENT FROM LEASE**

## **INSTRUCTIONS**

Thank you for contacting us regarding removing a resident from the lease agreement. The following steps must be completed before we will remove the resident from the lease:

7. The remaining occupant(s) must provide CRM Properties with the last 60 days of pay stubs. The remaining resident(s) must prove adequate income that meets our income requirements to lease a property.
8. If the remaining resident(s) are approved, a \$75.00 lease processing fee must be paid before the resident(s) will be removed from their lease obligations.
9. All residents including the resident being removed must sign a lease amendment removing the resident.
10. The lease amendment will be emailed through DocuSign for an electronic signature.

***The resident will not be removed from their lease obligations until:***

- The remaining resident financially qualifies to lease the property.
- All parties have signed the amendment.
- The \$75.00 leasing processing fee has been paid.

**Any questions regarding the removal process should be entered into a resident conversation on your account & your Resident Services Coordinator will contact you within one business day.**