

Date: _____

To: _____ (Property Owner)

From: _____ (former tenant)

Address/Apt. No. _____

Management:

I have moved out of the apartment listed above and would like to be removed from the lease effective _____. I would like to transfer all rights to the apartment, and to the security deposit of \$ _____, to _____ (New Occupant) as of that date.

I understand that this request must be notarized, and must be approved by Management.* Until this is approved, I will still be considered a Tenant and will be responsible (along with any other persons named as a Tenant on my lease) for all payments due and for all actions of the persons living in the apartment.

If there are any questions, I can be reached at the phone number (____)_____.

Signature_____

STATE OF NEW JERSEY
COUNTY OF _____

Sworn and subscribed before me on
this _____ of _____, 20____

Notary Signature

(Affix seal)

** - Note: The New Occupant must be able to afford the apartment and have satisfactory credit, in accordance with our standards for all tenants. A new Rental Application may need to be filled out and checked, and an Application Fee paid, before a decision on approval can be made.*

(Office use only)

Request: Approved _____ Denied _____ Date of Decision: _____

Manager Signature _____