



7150 W. Potomac Dr. • Boise, ID 83704 • (208) 321-1900 • Fax: (208) 321-1901

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## Roommate Release Form

**Current Date:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Reason for moving:** \_\_\_\_\_

I (we), \_\_\_\_\_, do hereby give notice to vacate the Property stated above. If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will turn in the keys to a **FRPM representative** no later than \_\_\_\_\_.

Outgoing Tenant/s Signature:

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

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

I, \_\_\_\_\_ (remaining tenant/s), hereby release  
\_\_\_\_\_ (exiting tenant/s) from the current lease at  
the property listed above.

Remaining Tenants Signature:

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

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

**PLEASE NOTE:** Remaining tenant(s) must provide updated proof of income before we can process a Roommate Release. If the remaining tenant(s) do not qualify without the exiting tenant, they cannot be removed from the lease.

### FOR OFFICE USE ONLY

- Received w/updated proof of income
- Charge & receive Roommate Release Fee
- Update PROMAS
- Update Lease