



LEASE ASSIGNMENT FORM

ADDRESS: _____ **TODAY'S DATE:** _____

TERMINATING LESSEE: _____ **NEW LESSEE:** _____

CURRENT KEY PERSON: _____ **NEW KEY PERSON:** _____

REMAINING LESSEES: _____

EFFECTIVE DATE: ____ / ____ / ____ **PRESENT LEASE DATED:** ____ / ____ / ____ **CURRENT LEASE END DATE:** ____ / ____ / ____

Check here if the security deposit is to be completed **between** Terminating and New Lessees (preferred). Check here if the security deposit is to be completed **by** Meridian Group (we have 21 days to process refunds).
***YOU MUST COMPLETE THE WORKSHEET BELOW**

WORKSHEET: DESCRIPTION OF CHARGE	TERMINATING LESSEE		NEW LESSEE	
	CHARGES & FEES:	INITIAL BELOW	CHARGES & FEES:	INITIAL BELOW
Security Deposit:	\$		\$	
Less Funds for Cleaning or Damages:	\$		\$	
Prepaid / Prorated / Current Month's Rent:	\$		\$	
# of days: \$ per day	\$		\$	
Lease Assignment Fee	\$ 250.00		\$	
TOTAL:	\$		\$	

ACKNOWLEDGEMENT AND APPROVAL OF NEW LESSEE, KEY PERSON ASSIGNMENT, ACCOUNT LEDGER, AND CONDITION OF UNIT

Per the terms of the Lease Agreement, Terminating Lessee agrees to pay a Lease Assignment Fee of \$250.

New and Remaining Lessee(s) agree to accept the unit in its present condition and assume responsibility for expenses incurred for cleaning or damage per the lease agreement.

Security Deposit / Prepaid Rents: All transfer of funds shall be done through the New and Terminating lessees.

It is the Terminating Lessee's responsibility to see that all funds and signed documents are delivered to Lessor.

ALL parties must sign below to give consent and approval of the changes stated in this form.

/ /		
Print Name of TERMINATING Lessee	Signature of TERMINATING Lessee	Date
		() -
TERMINATING LESSEE's Forwarding Address	City, State, Zip Code	Phone Number

/ /		
Print Name of NEW Lessee	Signature of NEW Lessee	Date

/ /		/ /	
Signature of REMAINING Lessee	Date	Signature of REMAINING Lessee	Date

FOR OFFICE USE ONLY: Processed By: _____ Date: ____ / ____ / ____