



Individual Residential Rental Contract

Lease Transfer Addendum

IN CONSIDERATION of the terms described below and the mutual promises made to each other, THE WINKLER ORGANIZATION (Landlord), by and through his/her/its agent (Agent) and **TENANT NAME** (Tenant) hereby amend the Individual Residential Rental Contract between Landlord and Tenant as follows:

Tenant; this **XXth** day of **XXXX, 20XX**. WITNESSETH: That subject to the terms and conditions set forth by this "Lease Transfer Addendum", Tenant does hereby acknowledge that **THE WINKLER ORGANIZATION requires that all tenants sign a twelve (12) month lease. In the event that the Tenant wishes to transfer the lease year to another Tenant, the following requirements must be met:**

1. The Vacating Tenant is required to find a new tenant to sign for the remaining term of the lease. The Landlord is in no way responsible for aiding in this process.
2. The New Tenant is required to submit a leasing application and pay the applicable Application Fee, Administrative Fee, and Security Deposit, as applicable to the leased property.
3. The Vacating Tenant agrees to vacate the residence on or before **MONTH XXth, 20XX at 11:00AM**. The Tenant also acknowledges that he/she is also required to pay pro-rated rent for the period **MONTH XXth, 20XX** through **MONTH XXth, 20XX**, a seven (7) day time period. During this seven (7) day vacated time period, the vacated bedroom will be cleaned, painted and repaired as needed by the Landlord, at the discretion of the Landlord, prior to the New Tenant's lease start date.
4. The Vacating Tenant is required to pay any rental balance in full before the New Tenant may sign. The Vacating Tenant is also required to pay a \$375 Lease Transfer Fee to THE WINKLER ORGANIZATION.
5. The New Tenant signing for the remaining portion of the year acknowledges that the lease start date is **MONTH XXth, 20XX** at 3:00PM, at which time Tenant may receive keys and a parking pass (if applicable to the property) from the Landlord's office. The New Tenant further acknowledges that he/she may not occupy the unit prior to this date and time. The lease will terminate on **July 29th, 20XX at 11:00AM** unless otherwise noted on the Individual Residential Rental Contract.
6. Both Tenants are required to pay all applicable fees and sign all applicable leasing documents, in order for the Vacating Tenant to be released from his/her lease, and the New Tenant's Lease to be considered valid and binding. The Vacating Tenant remains responsible for all rent and associated charges until the New Tenant finalizes all leasing requirements. Should the lease transfer process fail to be finalized prior to the Vacated Date as noted above, the dates noted are no longer valid and will be adjusted accordingly in order to allow the Landlord seven (7) days to clean, paint and repair the unit prior to the New Tenant's lease start date and occupancy. The Vacating Tenant will similarly be responsible for the pro-rated rent during this time period.
7. **The Landlord is not required to keep either party apprised of the Lease Transfer status; both the Vacating and New Tenant assume full responsibility for seeing the Lease Transfer process completed in entirety.**

Landlord: **THE WINKLER ORGANIZATION, INC.** By: _____ (Seal) Date: _____
THE WINKLER ORGANIZATION REPRESENTATIVE

Tenant: _____ Signature: _____ Date: _____