

# MANAGEMENT SERVICES CORPORATION

## Lease Transfer Addendum

This Addendum, dated \_\_\_\_\_, is an amendment to the Lease Agreement, LeaseID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. The parties hereto acknowledge and agree that all of the terms and conditions contained in said Lease Agreement shall remain in full force and effect, except as amended herein. The parties further acknowledge and agree that this Addendum shall be incorporated by reference into said Lease Agreement and set forth therein.

All persons signing this form are giving Management Services Corporation authority to make the following change to the Lease Agreement.

Name Deletion is the removal of a person from a lease agreement. Effective \_\_\_\_\_ (date) resident(s) listed below will be deleted from the contract # noted above and any future lease renewals.

\_\_\_\_\_  
 (Resident) shall be removed from the Lease Agreement at the aforementioned premises and is no longer responsible for the terms and conditions of the Lease Agreement. This Addendum also releases said Resident from any and all existing damages and past due monies owed. MSC will not refund any portion of the security deposit to the Resident being released from the Lease Agreement. Removing a resident from a lease agreement will not result in any rent reduction. Upon move-out, Resident must have a zero balance on their account with MSC.

A Name addition is the adding of a person to said lease agreement. Effective \_\_\_\_\_ (date) the resident listed below is being added to the lease agreement noted above \_\_\_\_\_

\_\_\_\_\_  
 Resident shall be added to the Lease Agreement at the aforementioned premises and is now responsible for all of the terms and conditions contained in the Lease Agreement, which includes any and all existing damages and past due monies owed.

Pursuant to Virginia Code Section 55-248.6 of the Virginia Residential Landlord Tenant Act, Management will provide notice to residents as deemed necessary via electronic delivery. By providing current and accurate contact information below Resident acknowledges and agrees to this provision and will accept notice via email and text messaging (\*standard text messaging fees may apply – to opt out simply respond “stop” to the text message). It is the resident’s responsibility to notify Management if the contact information listed below changes during the lease term. Further, should resident elect to have notice sent and received in paper form, please so notify Management in writing of this election. Management Services Corporation does not sell, rent, loan, trade, or lease the addresses on our lists to anyone. Resident agrees to be contacted in one of the following ways.

Phone:	Text:	Email:
Phone:	Text:	Email:
Phone:	Text:	Email:
Phone:	Text:	Email:

Per the Virginia Residential Landlord Tenant Act the landlord must list the name of each leaseholder on the check for your security deposit return, should one be made, when your lease expires. By providing a name below you give Management Services Corporation the right to return the security deposit to the Resident listed below. If no name is provided and a security deposit return is prepared it will be made payable to all Residents on the lease at that time.

Name of Contact _____	Residents Initials ____/____/____/____/____/____
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By signing below, resident hereby acknowledges receipt of the lease agreement and apartment policies and procedures handbook and agrees that the apartment policies and procedures handbook is incorporated by reference into this lease agreement and resident further agrees to comply with it including any reasonable modifications which landlord may make of which resident has notice. further by initialing below resident acknowledges receipt of the following: lead based paint and asbestos disclosure, if applicable.

This Addendum is not in full force and effect until all parties have satisfactorily fulfilled the property’s rental criteria and have signed below. THIS ADDENDUM MAY BE VOIDED WITHOUT FURTHER NOTICE IF NOT COMPLETED WITHIN 30 DAYS OF INITIATION.

**Resident(s) Vacating:**

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

**Resident(s) Occupying:**

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

Property Manager \_\_\_\_\_ Date: \_\_\_\_\_

