



JQS, LLC Properties & 1999 Properties, LLC Tenant Exchange Checklist

Applicant Name(s) _____
 Property Address _____
 Lease Begin _____
 Move In Date _____

Application Fee _____
 Security Deposit _____
 Rent _____
 Rent (Month 1) _____
 Pet Deposit _____
 Other _____
 Move In Special _____

Unit _____
 Lease End _____

Tenant Exchange Definition:
A tenant exchange is a situation where one or more tenant(s) on an existing lease are planning to renew their existing lease with one or more new tenant(s). The existing tenant(s) moving out and the new tenant(s) moving in are responsible to exchange the current amount of Security Deposit amongst themselves without assistance from JQS or 1999 Properties, LLC. The new tenant(s) willingly accept the condition of the property 'as is' and under the same provisions of the original lease agreement (including any Security Deposit expenses at the end of the lease) on file. All Tenant(s) / Co-signer(s) that are being replaced "exchanged" will be released from the lease agreement.

- View Available Property and Meet with Property Manager
- New Tenant and Co-signers fill out Application on Website (*Submitted Online*)
- Property Manager will review your application and approve / reject (*5 Days or Less*)
- Tenant will receive a welcome email with online account sign-in information (*donotreply@buildium.com*)
- New Tenant(s) will be required to pay Existing Tenant(s) Security Deposit (*See Note Below*)
- * If Tenant(s) are unable to resolve Security Deposit Exchange Please contact Property Manager*
- * JQS & 1999 Strongly Advise Tenant(s) to exchange a copy of the existing Move In Inspection Sheet*
- * JQS & 1999 Properties are not responsible for the condition of the premises at the time of exchange*
- Tenants and Co-signers will receive lease renewal paperwork (*Sign Electronically*)
- Property Manager will upload all signed documents (*Available Online*)
- Property Manager will establish a Move In Date
- Existing Tenant(s) and New Tenant(s) will need to exchange keys

** The application fee is Non-Refundable*

** In consideration of the Management reserving said premises, it is understood that this deposit will be retained by the Management in the event that undersigned applicant does not lease and occupy subject premises.*

** The Management agrees that this deposit will be returned in full, in the event the Management elects not to lease the subject premises to the applicant.*

In connection with the renewal, JQS, LLC Properties is approving the moving in of "New Tenant" in the property at "XYZ Location". "New Tenant" is hereby under the same provisions of the original agreement signed by "Old Tenant A, Old Tenant B and Etc" on 7/25/15.

In connection with this renewal, "New Tenant" will assume the security deposit expense (if any) at the end of lease term from "Old Tenant". It is the responsibility of "New Tenant" and "Old Tenant" to exchange the current amount of Security Deposit held by JQS, LLC amongst themselves and without assistance from JQS, LLC.

Application Website <https://jqslcproperties.managebuilding.com/Resident/apps/rentalapp/?listingId=>
 JQS & 1999 Website <https://jqslcproperties.managebuilding.com>

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