



American Realty

Property Management

105 N KENDALL AVE, KALAMAZOO MI

(269) 312-5152

KZOO@AMERICAN-REALTY.COM

TENANT REPLACEMENT INFORMATION & STEPS

American Realty offers a "Tenant Replacement" option if you wish to end your lease early. If you choose to partake in finding a tenant replacement, please read the following instructions carefully.

- You will owe a \$250 tenant replacement fee
- You will owe an admin fee equal to one month's rent
- You must have a rent balance of \$0.00

The interested applicant who wishes to take over the remainder of your lease must apply (www.american-realty.com) and be approved! \$45 application fee required. The applicant wishing to take over your lease will be agreeing to take the unit/room "as is" and will pay their own security deposit, leasing fees, and rent cost.

The applicant must meet the following criteria:

- **No prior evictions** (No Exceptions)
- **No prior felonies** (No Exceptions)
- Be subject to a full credit and background check

Once the interested applicant has met the above criteria and has been approved the next steps are as followed:

1. All current roommates (if applicable) must approve of the new roommate(s).
2. Current roommates must submit in writing (email is fine) their approval of the new roommate(s) to the office. kzoo@american-realty.com
3. New applicant must complete lease signing and payment.
4. You will pay the \$250 tenant replacement fee.
5. You will pay the admin fee equal to one month's rent.
6. Sign lease termination documents.